



# 2014

## NATIONAL MINORITY ENTERPRISE DEVELOPMENT WEEK AWARDS

CALL FOR  
NOMINATIONS





# 2014 NATIONAL MINORITY ENTERPRISE DEVELOPMENT WEEK AWARDS

## OVERVIEW

The Minority Business Development Agency (MBDA), a bureau of the U.S. Department of Commerce, is the only federal agency dedicated exclusively to fostering the growth and competitiveness of minority businesses in the United States. MBDA and its network of business centers serve minority entrepreneurs who are pursuing growth in size, scale, and capacity. In doing so, minority firms are better positioned to create new jobs, impact local economies, and expand into national and global marketplaces.

The MBDA *National MED Week Awards Program* is designed to celebrate and recognize the outstanding achievements of minority entrepreneurs, as well as individuals and organizations that have demonstrated leadership and commitment in advancing global minority business enterprise. The diversity of the awardees, as it pertains to the constituency served by MBDA, is a key objective of this *Awards Program*.

The MBDA awards are commemorative and will be given in the following categories:

### MINORITY-OWNED FIRMS

- Minority Construction Firm of the Year
- Minority Manufacturing Firm of the Year
- Minority Export Firm of the Year
- Minority Retail Energy Firm of the Year

### CHAMPIONS OF MINORITY BUSINESS DEVELOPMENT

- Access to Capital Award
- Distinguished Supplier Diversity Award
- Advocate of the Year Award
- Media Award

### INDIVIDUAL RECOGNITION

- Abe Venable Legacy Award for Lifetime Achievement
- Ronald H. Brown Leadership Award

MBDA will contact winners by phone and may post their names, pictures and biographies on the Agency website ([www.mbda.gov](http://www.mbda.gov)) and the MED Week Conference website ([medweek.mbda.gov](http://medweek.mbda.gov)).

All nomination packages should be forwarded to the U.S. Department of Commerce, Minority Business Development Agency, 1401 Constitution Avenue, NW, Room 5612, Washington, DC 20230. Complete electronic or paper nominations must be received no later than Friday, March 28, 2014.

If you have any questions regarding the MED Week Awards Program please contact Venice Harris, the 2014 MBDA National MED Week Awards Program Coordinator, at 1-888-836-7647 or (202) 482-7950 or via email at [vharris@mbda.gov](mailto:vharris@mbda.gov).

## KEY TIMELINES

### 2014 MBDA AWARDS PROGRAM

FRIDAY, MARCH 28, 2014.....DEADLINE FOR RECEIPT OF ALL NOMINATIONS

FRIDAY, MAY 30, 2014.....AWARD RECIPIENTS ANNOUNCED

THE PRESENTATIONS OF THE NATIONAL MED WEEK AWARDS WILL TAKE PLACE  
AT THE 2014 NATIONAL MED WEEK CONFERENCE.

## 2014 NATIONAL MED WEEK AWARDS NOMINATION FORM

Award Category: \_\_\_\_\_

### I. NOMINEE INFORMATION

Nominee: \_\_\_\_\_

Name of Organization/Business: \_\_\_\_\_

Type of Organization/Business (*Brief Description*): \_\_\_\_\_

Name/Title of Nominee: \_\_\_\_\_

Street Address of Business: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Nominee Contact Person/Telephone: \_\_\_\_\_

Email Address of Nominee: \_\_\_\_\_

Fax No.: \_\_\_\_\_ Mobile: \_\_\_\_\_

Web Address: \_\_\_\_\_

Congressional District(s) of Nominee: \_\_\_\_\_

*Is the individual nominee a member of a minority served by MBDA or is the business nominee (as the case may be) owned or controlled by one or more minority persons served by MBDA? Please refer to the Nominee Eligibility section on page 5 of this package for a listing of the minorities served by MBDA. \_\_\_\_\_ (Yes or No)*

*If yes, please identify the minority or minorities represented: \_\_\_\_\_*

### II. NOMINATOR INFORMATION

Nominator's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization/Business: \_\_\_\_\_

Address: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

I certify that to the best of my knowledge the substantive statements in this application are true and accurate.

Nominator signature and Date: \_\_\_\_\_

## INSTRUCTIONS FOR SUBMITTING NOMINATIONS

- Nomination packages are distributed by MBDA to its network of Centers, non-governmental organizations, strategic partners, stakeholders and other interested parties. The nomination package will also be accessible via the MBDA website ([www.mbda.gov](http://www.mbda.gov)) and the MED Week Conference website ([medweek.mbda.gov](http://medweek.mbda.gov)).
- Nominations may be submitted by individuals or organizations in any category applicable, and may be submitted for more than one award category. Self-nominations are also permitted. In addition, nominations may be submitted by MBDA staff or by representatives of MBDA business centers. However, nominations may not be submitted by members of the headquarters review panels or by MBDA Selecting Officials.
- Nominations should address the specific evaluation criterion applicable to the award category. Narratives should be thorough and concise, but should not exceed five pages total.
- The nomination package is comprised of: (1) the nomination form; (2) narratives addressing the specific evaluation criterion; and (3) a biography of the nominee or an overview of the organization (as applicable).
- Do **not** include any additional material, such as promotional materials, annual reports, etc., unless the question for the applicable category specifically calls for it.
- Do **not** submit photographs. Category winners will have five days after receipt of official notification to submit a high-resolution photo.
- Nomination packages may be sent by U.S. mail, courier service, or by electronic mail. The complete nomination package must be sent using only one of these methods. Nominees are advised that security screening could delay the delivery of U.S. mail. Delivery by a courier service or by electronic mail is therefore recommended.
- Nominations for all awards, including the Ronald H. Brown Leadership Award and the Abe Venable Legacy Award for Lifetime Achievement, should be submitted directly to MBDA headquarters:

### **Minority Business Development Agency**

U.S. Department of Commerce  
1401 Constitution Avenue, NW, Room 5612  
Washington, DC 20230

**Attention:** MBDA National MED Week Awards Program  
(888) 836-7647 or (202) 482-7950  
Email: [vharris@mbda.gov](mailto:vharris@mbda.gov)

## NOMINEE ELIGIBILITY

MBDA serves minority business enterprises that are owned or controlled by the following persons or group of persons: African American, American Indian, Alaska Native, Asian, Hispanic, Native Hawaiian, Pacific Islander, Asian Indian and Hasidic Jews. Nominees are especially sought from these groups. Eligible nominees include, but are not limited to, business owners, business executives, and representatives of local, state and federal governments or nonprofit organizations, universities and colleges and tribal entities. The awards listed under the Minority-Owned Firms are reserved for the presentation to a minority business. The Champions of Minority Business Development, Ronald H. Brown Leadership Award and Abe Venable Legacy Award for Lifetime Achievement are open to qualified nominees without regard to ethnicity.

## SELECTION PROCEDURES FOR 2014 NATIONAL MED WEEK AWARD WINNERS

- A.** Nomination packages for these awards are submitted directly to MBDA headquarters where they are reviewed for completeness. Partial or incomplete nomination packages will not be considered. Please note that all awards will be presented to the firm or individual as identified in the criteria.
- B.** Complete nomination packages for each award category are evaluated, rated and ranked by a review panel based on the evaluation criterion published in this brochure. The review panel shall be comprised of MBDA staff, at least one of whom will be a full-time MBDA employee.
- C.** The MBDA National Director (or his designee) will serve as the Selecting Official for these awards. In determining the award winners, the Selecting Official will consider the panel rankings and may also consider such other factors as the overall diversity of the nominee pool as it pertains to the objectives of the MBDA National MED Week Awards Program and the constituency served by MBDA. However, the Selecting Official may decide not to make an award selection if MBDA does not receive any satisfactory nominations in a specific award category. In addition, the Selecting Official may select more than one award winner in a specific category depending on the quality of the nominations received. Prospective award winners will be reviewed and vetted by the Department of Commerce prior to an official selection.
- D.** MBDA reserves the right to contact the nominator and the nominee of any National MED Week Award in order to verify information submitted, or to obtain additional information necessary to evaluate the nomination. Persons contacted by MBDA are under no obligation to provide this information, but should recognize that failure to provide the information may lower the chances of the nominee being selected as the winner of a Program Award.

# AWARD CATEGORIES AND EVALUATION CRITERION

Nominations should discuss each criterion referenced in the applicable award category.

## MINORITY-OWNED FIRMS

### MINORITY CONSTRUCTION FIRM OF THE YEAR

Presented to a minority-owned firm that has achieved outstanding success in private or public construction projects and has exhibited revenue and job growth over a sustained period of time.

- Total revenue and number of employees ..... 40 Pts
- Revenue growth and number of jobs created over a sustained period ..... 30 Pts
- Challenges overcome—technical, commercial, competitive or societal ..... 15 Pts
- Economic, environmental or societal contributions ..... 15 Pts

### MINORITY EXPORT FIRM OF THE YEAR

Presented to the minority-owned company that has achieved outstanding success in penetrating domestic and global markets.

- How the nominee has penetrated global and domestic markets ..... 40 Pts
- Dollar value of revenues and number of jobs created ..... 30 Pts
- Challenges overcome—technical, commercial, or competitive ..... 15 Pts
- Economic impact ..... 15 Pts

### MINORITY MANUFACTURING FIRM OF THE YEAR

Presented to a minority-owned firm that has achieved significant success in employing new and innovative techniques that led to a significant increase in market share, job growth and customer satisfaction.

- Total revenue and number of employees ..... 40 Pts
- Innovative techniques utilized and the results achieved ..... 30 Pts
- Challenges overcome—technical, commercial, competitive or societal ..... 15 Pts
- Economic, environmental or societal contributions ..... 15 Pts

### MINORITY RETAIL ENERGY FIRM OF THE YEAR

Presented to the minority-owned firm in the energy industry that has achieved notable success in providing quality products and services that resulted in improvement of the environment, proficiency, and customer satisfaction.

- New product lines or services implemented ..... 40 Pts
- Total revenue and jobs created ..... 30 Pts
- Challenges overcome – technical, commercial, competitive or societal ..... 15 Pts
- Economic, environmental or societal contributions ..... 15 Pts

## CHAMPIONS OF MINORITY BUSINESS DEVELOPMENT

### ACCESS TO CAPITAL AWARD

Presented to an individual or organization who has demonstrated outstanding leadership in the financial community by providing working or investment capital to minority-owned businesses.

- How the nominee provided leadership and advocacy for access to capital ..... 30 Pts
- Dollar value of loans or other financial instruments provided to minority businesses or individuals ..... 30 Pts
- Number of jobs created ..... 30 Pts
- Projects implemented as a result of funding ..... 10 Pts

### ADVOCATE OF THE YEAR

Presented to an individual or organization that has demonstrated significant accomplishment in advocating minority business enterprise as an economic force in the global economy.

- Accomplishments related to the nominees' advocacy efforts ..... 40 Pts
- Creativity in advocacy activities ..... 30 Pts
- Promotion of MBDA as a significant contributor to the success of MBEs in the global marketplace ..... 15 Pts
- Results of the nominees' advocacy efforts ..... 15 Pts

### DISTINGUISHED SUPPLIER DIVERSITY AWARD

Presented to an organization or individual whose business practices have had a significant impact on the growth and development of minority-owned firms.

- Increased dollar values of purchases from minority business enterprises over the past five (or more) years ..... 40 Pts
- Number and types of companies in the nominee's supply chain ..... 30 Pts
- Number of jobs created ..... 20 Pts
- Innovative programs implemented ..... 10 Pts

### MEDIA AWARD

Presented to the print, broadcast or radio media organization that has achieved notable success in advancing public awareness on the positive impact of MBEs on the global economy.

- How the nominee has raised awareness and the results ..... 40 Pts
- Creativity and innovation in support of minority business enterprise ..... 30 Pts
- Number of articles, public services announcements or radio/television spots ..... 15 Pts
- Circulation data ..... 15 Pts

## INDIVIDUAL RECOGNITION

### ABE VENABLE LEGACY AWARD FOR LIFETIME ACHIEVEMENT

Celebrates high standards of excellence, dedication and accomplishment over a *sustained* period of time. The award is granted to an individual who has played an integral role in the creative, technical or professional progress of minority business development over the course of his/her life.

- The role played by the nominee in the development of minority business enterprise over the past 25 (or more) years ..... 40 Pts
- The management or programmatic improvements the nominee achieved ..... 20 Pts
- The nominee's impact on job growth ..... 20 Pts
- The nominee's impact on his/her industry ..... 20 Pts

### RONALD H. BROWN LEADERSHIP AWARD

Inspired by the outstanding leadership of the late U.S. Secretary of Commerce, Ronald H. Brown. As the first African American to serve as the Department's Secretary, he was a staunch advocate for diversity and business expansion. The Award recognizes individuals who have achieved significant results in creating diversity and expanding minority business enterprise and who have demonstrated exceptional leadership in the public or private sector.

- Innovations and improvements initiated by the nominee and the results ..... 25 Pts
- Exceptional and effective leadership demonstrated by the nominee ..... 25 Pts
- The extent to which nominee caused job growth ..... 25 Pts
- The extent to which the nominee impacted the global economy ..... 25 Pts

*Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number. The OMB Approved Number for this Collection is 0640-0025 and it expires on 4/30/2015.*

*The information is used by the MBDA to recognize outstanding minority business development activities of national importance and to determine those applicants best meeting the preannounced criteria. No confidentiality for the information submitted is promised or provided except that which is exempt under 5 U.S.C. 522(b)(4) as confidential business information.*

*The public reporting burden for this collection is estimated to average 2 hours per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Minority Business Development Agency, Office of Legislative, Education, and Intergovernmental Affairs, U.S. Department of Commerce, 1401 Constitution Ave., N.W., Washington, D.C. 20230 and to the Office of Information and Regulatory Affairs of Management and Budget, Washington, D.C. 20503.*



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