

2015

NATIONAL MINORITY ENTERPRISE
DEVELOPMENT WEEK

Awards
CALL FOR NOMINATIONS



OVERVIEW

The Minority Business Development Agency (MBDA), a bureau of the U.S. Department of Commerce, is the only federal agency created exclusively to foster the growth and global competitiveness of minority-owned businesses in the United States. MBDA and its nationwide network of business centers provide management and technical assistance to large, medium, and small minority businesses throughout the United States. In doing so, minority firms are better positioned to create new jobs, impact local economies, and expand into national and global markets.

MBDA recognizes the substantial role that minority entrepreneurs play in building the Nation's economy. The MBDA *National Awards Program* is designed to celebrate and recognize the outstanding achievements of minority entrepreneurs, as well as individuals and organizations that demonstrate leadership and commitment to the advancement of global minority business enterprises. The *National Awards Program* honors businesses that make a significant contribution through the creation of jobs, products, and services, in addition to supporting their local communities. The diversity of the awardees, as it pertains to the constituency served by MBDA, is a key objective of this *National 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 Export Firm of the Year
- Minority Manufacturing Firm of the Year
- Minority Energy Firm of the Year
- Minority Health Products and Services Firm of the Year
- Minority Technology Firm of the Year
- Minority Marketing and Communications Firm of the Year
- Minority Professional Services Firm of the Year
- MBDA Minority Business Enterprise of the Year

CHAMPIONS OF MINORITY BUSINESS DEVELOPMENT

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

INDIVIDUAL RECOGNITION

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

MBDA will contact winners in writing and by phone and may post their names, pictures, and biographies on the Agency website (www.mbda.gov) and social media sites.

Nomination packages are distributed by MBDA to its nationwide network of business centers, non-governmental organizations, strategic partners, stakeholders, and to other interested parties. The nomination package is accessible online at medweek.mbda.gov.

If you have any questions regarding the MBDA *National Awards Program* please contact Antavia Grimsley, the 2015 MBDA National Awards Program Coordinator, at 1-888-836-7647 or via email at agrimsley@mbda.gov.

KEY TIMELINES

2015 MBDA NATIONAL AWARDS PROGRAM

- Friday, June 26, 2015** **Deadline For Receipt of All Nominations**
- Friday, August 28, 2015** **Award Recipients Announced**

The presentations of the MBDA National Awards will take place at a ceremony to be held during the 2015 National Minority Enterprise Development Week.

2015 NATIONAL MBDA AWARDS NOMINATION FORM

AWARD CATEGORY: _____

I. NOMINEE INFORMATION

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: _____

Organization/Business Web Address: _____

Is the individual nominee a member of a minority group 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 _____ No _____

If yes, please identify the minority group represented: _____

II. NOMINATOR INFORMATION

Nominator's Name: _____

Title: _____

Organization/Business: _____

Address: _____

Fax No.: _____

Telephone No.: _____ Mobile: _____

E-mail 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

Who is eligible to be nominated for an award?

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.

Who may submit nominations for awards?

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.

Where are the nominations to be submitted?

- Nomination packages may be sent by U.S. mail, courier service, or electronic mail. 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.

Minority Business Development Agency

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

Attention: MBDA National Awards Program
(888) 836-7647 or (202) 482-7458

- Nominations may be submitted through the online nominations portal at : medweek.mbda.gov/.

What information must the nomination package contain?

Nominations submitted via U.S. mail, courier service, electronic mail, or online, must be typewritten and contain the information below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will include:

- A completed nomination form which is available online and also by paper through the MBDA nationwide network of business centers, or by calling (888) 836-7647.
- A nomination profile that includes a thorough and concise narrative addressing the **specific evaluation criterion, not to exceed five pages**. The nominee is encouraged to copy and paste the evaluation/selection criteria and provide supporting information under each topic.
- A biography of the nominee, not to exceed one page.

- Gross revenues and number of employees for the last three calendar years.
- Additional supporting documentation deemed significant by the nominator, including news clips, letter of recommendations, and other appropriate evidence for the specific category nomination, supporting documentation must not exceed 5 pages. Videos will not be considered.

Do not include any promotional materials.

MBDA reserves the right to contact the nominator and the nominee of any MBDA National 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 an award winner.

SELECTION PROCESS

- 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 nomination form.
- 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.
- The MBDA National Director (or her 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 Awards Program and the constituency served by MBDA. The Selecting Official may decide not to make an award selection if MBDA does not receive 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.
- Final Award winners will be notified in writing and by telephone by the MBDA National Awards Program Coordinator.

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.

- Size, scale, and types of construction projects
- Revenue growth and number of jobs created/retained over a period of time
- Challenges overcome – technical, commercial, competitive, or societal
- Economic, environmental, or societal contributions

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
 - Revenue growth and number of jobs created/retained over a period of time
 - Challenges overcome – technical, commercial, or competitive
 - Economic impact, environmental, or societal contributions
-

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.

- Innovative techniques utilized and the results achieved
 - Revenue growth and number of jobs created/retained over a period of time
 - Challenges overcome - technical, commercial, competitive, or societal
 - Economic, environmental, or societal contributions
-

MINORITY ENERGY FIRM OF THE YEAR

Presented to the minority-owned firm in the energy industry whose goods and services promote energy efficient projects achieving notable success resulting in improvement of the environment, proficiency, and customer satisfaction.

- New product lines or services implemented
 - Revenue growth and number of jobs created/retained over a period of time
 - Challenges overcome – technical, commercial, competitive, or societal
 - Economic, environmental, or societal contributions
-

MINORITY TECHNOLOGY FIRM OF THE YEAR

Presented to a minority-owned firm that has achieved outstanding success in promoting the use of technology in new and innovative ways, leading to greater efficiency and higher productivity.

- New technology products or services implemented
- Revenue growth and number of jobs created/retained over a period of time
- Challenges overcome – technical, commercial, competitive or societal
- Economic, environmental, or societal contributions

MINORITY HEALTH PRODUCTS AND SERVICES FIRM OF THE YEAR

Presented to a minority-owned firm that has improved the quality and delivery of healthcare through innovation.

- Innovative techniques utilized and the results achieved
 - Revenue growth and number of jobs created/retained over a period of time
 - Challenges overcome - technical, commercial, competitive, or societal
 - Economic, environmental, or societal contributions
-

MINORITY MARKETING AND COMMUNICATION FIRM OF THE YEAR

Presented to a minority-owned firm who has achieved notable success in the marketing and communication industry by demonstrating creativity and impact.

- Creative approaches utilized in campaigns and new marketing tools developed
 - Revenue growth and number of jobs created/retained over a period of time
 - Challenges overcome - technical, commercial, competitive, or societal
 - Economic, environmental, or societal contributions
-

MINORITY PROFESSIONAL SERVICES FIRM OF THE YEAR

Presented to a minority owned firm that has achieved outstanding success in professional, scientific and/or technical services.

- Innovative techniques utilized and the results achieved
 - Revenue growth and number of jobs created/retained over a period of time
 - Challenges overcome - technical, commercial, competitive, or societal
 - Economic, environmental, or societal contributions
-

MBDA MINORITY BUSINESS ENTERPRISE OF THE YEAR

Presented to a minority business enterprise that has exceeded industry standards and achieved phenomenal business success leading to significant growth, and job creation, while showing a commitment to social responsibility and strong community involvement.

- Length of time in business
 - Growth in revenue and number of employees
 - Current and past financial performance
 - Innovative techniques utilized and the results achieved
 - Challenges overcome – technical, commercial, competitive, or societal
 - Economic, environmental, or societal contributions
-

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 traditional and/or alternative working or investment capital to minority-owned businesses.

- Documented leadership and advocacy for access to capital
 - Dollar value of loans or other financial instruments provided to minority businesses or individuals
 - Number of jobs created
 - Projects implemented as a result of funding
-

ADVOCATE OF THE YEAR AWARD

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
 - Creativity in advocacy activities
 - Promotion of MBDA as a significant contributor to the success of MBEs in the global marketplace
 - Results of the nominees' advocacy efforts
-

DISTINGUISHED SUPPLIER DIVERSITY AWARD

Presented to the organization or individual whose business practices have significantly impacted the growth and development of minority-owned firms.

- Increased dollar values of purchases from minority business enterprises over the past five (or more) years
 - Number and types of companies in the nominees supply chain
 - Number of jobs created
 - Innovative strategies or notable improvements to the supplier diversity program
-

INDIVIDUAL RECOGNITION

ABE VENABLE LEGACY AWARD FOR LIFETIME ACHIEVEMENT

Celebrates the 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
 - The management or programmatic improvements the nominee achieved
 - The nominee's impact on job growth
 - The nominee's impact on his/her industry
-

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, expanding minority business enterprise, and have demonstrated exceptional leadership in the public or private sector.

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

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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