

Template for Acquisition, Program Management, Small Business and Procurement Equity, and Sustainable Acquisition Excellence Awards 2024

The Acquisition, Program Management, Small Business and Procurement Equity, and Sustainable Acquisition Excellence Awards allow the Chief Acquisition Officers Council (CAOC) to recognize outstanding improvements in acquisition throughout the Federal government.

The deadline for nominations is July 31, 2024. All nominations must be submitted through the online form at <https://www.fai.gov/survey/AE2024-Award-Submission>

Nominee Information

In Section I, please indicate whether this award nomination will be for an individual or a team. In Section II, enter the nominator's name, title, organization, email address and phone number. In Section III, enter the nominee's name, title, organization, email address and phone number. In Section IV, enter the contact information for the nominee's direct supervisor. For a team award, enter the information in Sections II, III and IV for the primary point of contact for the team.

If this nomination is for a team award, please enter the name of each team member in Section V

Section I. Is this a nomination for an individual or a team?

- Individual
- Team

Section II. Nominator's Information

Nominator's Name:

Nominator's Title:

Nominator's Organization:

Nominator's Email Address:

Nominator's Phone Number:

Section III. Nominee's Information

Nominee's Name:

Nominee's Title:

Nominee's Organization:

Nominee's Email Address:

Nominee's Phone Number:

Section IV. Direct Supervisor's Information

Supervisor's Name:

Supervisor's Email Address:

Supervisor's Phone Number

Section V. Additional Team Members (Applicable only to a team nomination)

Team Member 2:

Team Member 3:

Team Member 6:

Team Member 7:

Team Member 4:
Team Member 5:

Team Member 8:
Team Member 9:

Initiative Information

In Section I, indicate the type of award for which this nomination is submitted. For your reference, each of the award categories includes a brief description of the information sought following the title. In Section II, provide some information regarding the challenge faced in Section II. In Section III, provide a description of the approach taken to achieve success. In Section IV, provide information surrounding the metrics were used to evaluate the outcome of this effort.

Please note that responses to the open-ended questions are limited to a maximum of **500 words**.

Each nomination will be evaluated on two main criteria: **results** and **impact**. During the evaluation stage, judges will look to see how the individual or team achieved results that exceeded original expectations. The judges will also determine if the impact of the effort was substantial and provided significant value to the agency and/or other beneficiaries.

Section I.

Is this nomination for an Acquisition, Program Management, Small Business and Procurement Equity, or Sustainable Acquisition Excellence Award?

- Acquisition Excellence Award
- Lisa M. Wilusz Program Management Excellence Award
- Small Business and Procurement Equity Excellence Award
- Sustainable Acquisition Excellence Award

Agency AIA Information (*Applicable only to Acquisition Excellence Award*)

Agency Acquisition Innovation Advocates (AIAs) can be found on the Acquisition Innovation Hub at [Acquisition Gateway](#).

Nominee's Agency AIA Information (name, phone, email):

Section I. Acquisition Excellence Award Category

Choose one of the following categories.

Category #1 – Innovation: Developed an innovative solution for acquisition, a pathway to drive innovation, or an acquisition practice that is helping to accelerate internal capacity to facilitate innovative solutions. Innovative solutions can be in any acquisition areas, such as 1) facilitating or co-facilitating a service acquisition workshop with integrated project team members, 2) learning fast and iterating on a practice, 3) adopting or adapting innovative strategies such as those described in the Periodic Table of Acquisition Innovations, the Digital Services Playbook, or the Acquisition Innovation Hub, 4) developing innovative acquisition training and development for the workforce, or 5) developing or adapting new strategies or tools to maximize the acquisition of qualifying Made in America goods.

Category #2 – Category Management: Demonstrated excellence and success in category management practices, including, but not limited to: 1) implementing category management practices that advance equity in procurement, especially increasing awards to socio-economic small businesses; 2) increasing spend under management and cost avoidance due to the utilization of category management solutions, 3) implementing effective supplier engagement and demand management strategies, or 4) using the principles of category management to create strategies and incentives that facilitate new or stronger opportunities for domestic sourcing, manufacturing, and/or advancing sustainable procurements.

Category #3 – Data and Technology: Used emerging technology and/or applied data analytics results and insights to improve the overall acquisition lifecycle and achieve efficiencies in the agency or across the Federal enterprise. Demonstrated success in business processes, policies, and/or workforce, such as, but not limited to, (1) implementing reductions in burden, (2) amending policies based on evidence-based analytics, (3) developing innovative business processes resulting from identification and use of data, and (4) using emerging technologies to create efficiencies in programs, policies, and practices.

Section II. What was the acquisition challenge that prompted the initiative and what goal were you trying to achieve? (limited to 500 words)

Section II. Response:

Section III. Please provide a description of the approach taken to achieve success. (limited to 500 words)

Section III. Response:

Section IV. What were the quantifiable results and impact, including metrics that were captured? (limited to 500 words)

Section IV. Response:

Section I. Lisa M. Wilusz Program Management Excellence Award

Section II. What was the program management challenge that prompted the initiative and what goal were you trying to achieve? (limited to 500 words)

Section II. Response

Section III. Please provide a description of the approach taken to achieve success. (limited to 500 words)

Section III. Response

Section IV. What were the quantifiable results and impact, including metrics that were captured? (limited to 500 words)

Section IV. Response

Section I. Small Business and Procurement Equity Excellence Award

Choose one of the following categories.

Category #1 - Effective Collaboration and Small Business Engagement: Engaged in collaboration between the Office of Small and Disadvantaged Business Utilization (OSDBU), the program management office, the contracting office, and small businesses that led to awards that were successful from a small business, acquisition, and mission perspective. Particular emphasis will be placed on collaborative activities that increase trust and confidence between the stakeholders described above and advance at least two of the following objectives: (i) strengthening a specific supply chain with small business growth potential using cross-agency and industry engagement, (ii) introducing a new innovation in small business contracting practices, (iii) taking advantage of small business best practices -- such as those addressed in OFPP's July 2022 Memorandum, [Strategies for Meeting and Exceeding the Small Disadvantaged Business Goal for Fiscal Year 2022](#) – and (iv) promoting strong small business participation while simultaneously advancing other Administration priorities, such as increased reliance on goods made domestically by small business manufacturers.

Category #2 – Equity in Procurement: Advanced the breadth and depth of diversity in the supplier base while advancing sound contracting stewardship principles that support increased participation in competitions and awards to socioeconomic small businesses and engagement with other underserved groups, such as individuals with disabilities, Historically Black Colleges and Universities, and Minority Serving Institutions. Successful strategies include testing and sharing efforts, scaling activities, and/or sustaining progress with an emphasis on actions discussed in OMB memoranda [M-22-03, Advancing Equity in Federal Procurement](#) and [M-23-11, Creating a More Diverse and Resilient Federal Marketplace through Increased Participation of New and Recent Entrants](#). Particular attention will be given to the extent to which actions to achieve mission objectives are advanced through robust collaboration and partnerships between multiple stakeholders – such as contracting officers, small business directors, AbilityOne Representatives, category management leads, industry liaisons, acquisition innovation advocates, program managers and management offices, Diversity, Equity, Inclusion, and Accessibility

officials, and agency labor advisors – both at the transactional and functional levels.

Section II.

What was the small business challenge that prompted the initiative and what goal were you trying to achieve? (limited to 500 words)

Section II. Response

Section III. Please provide a description of the approach taken to achieve success (limited to 500 words)

Section III Response

Section IV. What were the quantifiable results and impact, including metrics that were captured (limited to 500 words):

Section IV Response

Section I. Sustainable Acquisition Excellence Award

Section II. What was the sustainable acquisition challenge that prompted the initiative and what goal were you trying to achieve? (limited to 500 words)

Section II. Response:

Section III. Please provide a description of the approach taken to achieve success (limited to 500 words)

Section III Response

Section IV. What were the quantifiable results and impact, including metrics that were captured (limited to 500 words):

Section IV Response

Submitter Information

Section V. Submitter's Information

Submitter's Name:

Submitter's Title:

Submitter's Organization:
Submitter's Email Address:
Submitter's Phone Number: