

DOC Chief Acquisition Officer Excellence Awards Instructions

The DOC Excellence Awards allow the Department of Commerce Chief Acquisition Officer to recognize outstanding achievements in all aspects of acquisition and financial assistance throughout the Department of Commerce.

As part of the efforts to recognize professionals who contribute to outstanding achievements in acquisition and financial assistance throughout the Department, the Department of Commerce Office of Acquisition Management is seeking nominations for this year's Excellence Awards. Nominations are being solicited for federal employees engaged in team or individual activities that led to excellent results in any of the following areas during the previous fiscal year:

Acquisition Excellence Award

Submissions must use one of the following sub-categories in describing the accomplishment/contribution.

Category #1 – Business 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 area, such as: 1) developing a challenge on challenge.gov, 2) developing an innovative acquisition process to get the best solution, 3) utilizing strategies from the TechFAR handbook, the Digital Services Playbook or the Innovation Hub, or 4) developing innovative acquisition training and development for the workforce.

Category #2 – Technology Innovation:

Used advanced technology to disrupt and improve the acquisition process and function including, but not limited to, (1) artificial intelligence, and (2) robotic process automation.

Category #3 – Category Management:

Demonstrated excellence and success in category management, including, but not limited to: 1) increasing spend under management and cost avoidance due to the utilization of category management techniques, 2) reducing unnecessary contract duplication while meeting small business goals, or 3) effective supplier engagement.

Category #4 – Data Disruption:

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, and (3) innovated business processes resulting from identification and use of data.

Program Management Excellence Award

In line with the intent of the Program Management Improvement and Accountability Act (PMIAA), demonstrated program management excellence and success by balancing the many factors that influence cost, schedule, and performance and by using critical thinking and innovative techniques to solve program management challenges.

Enterprise Risk Management Excellence Award

Honors individuals(s) or team(s) that have effectively advanced Enterprise Risk Management (ERM) within the organization and/or positively impacted the ERM community within the Department, as demonstrated by a notable achievement, such as but not limited to 1) demonstrating overall ERM program excellence, 2) developing innovative approaches and/or processes to ERM, 3) creating synergies between the Department and other Federal agencies by leading changes in one or more ERM areas, and 4) linking ERM to successful program outcomes, including the many factors that influence cost, schedule, and performance and by using critical thinking and innovative techniques to solve program management challenges.

Financial Assistance/Grants Management Excellence Award

Recognizes individual or team impact in the financial assistance/grants management community through innovation or creativity as demonstrated by a notable achievement, such as but not limited to 1) demonstrated grants management excellence, 2) developing and implementing an innovative grants management process and/or strategy to get the best solution, 3) developing innovative grants management training and development for the workforce and 4) success by balancing the many factors that influence cost, schedule, and performance and by using critical thinking and innovative techniques to solve program management challenges:

Category #1 – Excellence in Grants Management:

Demonstrated outstanding contributions to the mission and goals of the agency, including, but not limited to: 1) exceeding original expectations set for the project; 2) providing significant value to the agency and/or other beneficiaries through effort and work products that were substantial in nature; and 3) demonstrating consistent dedication to serving the agency and/or other beneficiaries through practical planning, effectual communication, and thoroughly executed projects.

Category #2 – Process Innovation:

1) Developed an innovative solution or practice to streamline or enhance grants management processes or 2) employing evidence-based analytics, assisted with the amendment of grants management policies and procedures.

Category #3 – Training and Development:

Assessed data, current policies, and internal grants management processes to facilitate the implementation of innovative and comprehensive grants management training.

Category #4 – Resource Management:

Identified, monitored, and adjusted (as necessary) the factors that influence the cost, schedule, and performance within a project to ensure its successful completion as well the maximum use of limited agency resources.

Small Business Excellence Award

Individuals or teams engaged in collaboration between the Office of Small and Disadvantaged Business Utilization (OSDBU), the program management office, the contracting office, and small business that led to awards that were successful from both a small business and an acquisition perspective in the previous FY.

.....

Nomination packages will be evaluated against the following criteria:

One or more awards will be given to either an individual or a team in each of the areas listed above (i.e. Acquisition, Program Management, Enterprise Risk, Financial Assistance/Grants Management, and Small Business).

Criterion #1 – Results: The team or individual demonstrated results that exceeded original expectations.

Criterion #2 – Impact: The impact of the effort was substantial and provided significant value to the agency and/or other beneficiaries.

Nominations will be judged using a two-step process:

Step 1: The initial nominations will be judged by senior acquisition and financial assistance professionals.

Step 2: The top individual or team submissions will be forwarded to the DOC Chief Acquisition Officer who will select the winners.

Nominations should be submitted to ISD@doc.gov no later than **April 01** (*Unless otherwise specified*).

The awards will be presented at the annual Big A Conference.

If you have questions regarding the nomination process, please contact Stephanie Green or Ron Allen at

ISD@doc.gov or 202-482-4248.

**DOC Chief Acquisition Officer Excellence Awards
Nomination Form**

Fill in Current FY: _____

1. Select whether this nomination is for an individual or team award:

- Individual Award
- Team Award

	Nominator's Contact Info	Individual/Team Member 1 Nominee's Contact Info	Supervisor's Contact Info
Name:			
Title:			
Org.:			
Email:			
Phone:			

	Team Member 2	Team Member 3	Team Member 4
Name:			
	Team Member 5	Team Member 6	Team Member 7
Name:			
	Team Member 8	Team Member 9	Team Member 10
Name:			

2. Select the category and subcategory, where applicable, for this nomination:

- Acquisition Excellence**
 - Business Innovation
 - Technology Innovation
 - Category Management
 - Data Disruption
- Program Management**
- Enterprise Risk Management**
- Financial Assistance/Grants Management**
 - Grants Management
 - Process Innovation
 - Training and Development
 - Resource Management
- Small Business**

Acquisition Excellence Awards: Acquisition Excellence Nominations

3. What was the challenge that prompted the initiative and what goal were you trying to achieve? (300 word limit)

4. Please provide a description of the approach: (300 word limit)

5. What were the quantifiable results and impact, including metrics that were captured: (300 word limit)