



**FORUM 2007**  
Steering a Course to Excellence

## **Governor's SWaM Awards Nomination & Selection Dates**

**Annual SWaM awards celebration to be held during the  
19th Virginia Public Procurement Forum 2007**

### **Award Criteria**

These criteria will be used to evaluate the nominations. Nominations may be submitted by agency directors or agency deputy directors. Nominations should address each of the criteria listed below.

### **Award Categories**

#### **1. Highest SWaM Expenditures Achieved Award**

To recognize the state entity that has achieved the highest percentage increase in the spending of discretionary dollars with Small, Women- and Minority-owned Businesses (respectively) from July 1, 2006 to June 30, 2007.

##### **Agency Size**

- Small: 2-50 employees or less than \$500,000 in discretionary spending
- Medium: 51-300 employees or \$500,000 to \$5 million in discretionary spending
- Large: 301 or more employees or \$5 million or more in discretionary spending

##### **Public Universities or Colleges**

- Small: less than \$8 million in discretionary spending (total of 18 community and 2-year colleges)
- Medium: more than \$8 million and less than \$50 million in discretionary spending (total of 11 universities and college)
- Large: more than \$50 million in discretionary spending (total of 10 universities and colleges)

#### **2. SWaM Innovator Awards**

To recognize state entities that has developed and implemented a non-traditional approach to increasing their SWaM expenditures through the use of creative, strategic, and effective means that could be used as a model or "best practice" benchmark by another state entity. The entrants will be evaluated on originality, effectiveness, efficiency, and practical utilization.

A state entity can be nominated for one or both of the following awards: Best Practice Award and/or Out-of-the-Box Award.

##### **Best Practice**

##### **Out-of-the-Box**

#### **3. Champion for SWaM Award**

The award will be presented to a procurement officer, designated agency SWaM Champion, or employee who is perceived to be the champion of the SWaM Procurement initiative. The entrants will be evaluated on their actions that brought about positive outcomes in enhancing procurement opportunities for the SWaM businesses and their success in communicating to internal staff the importance of agency efforts to improve SWaM participation. Nominations may be submitted by agency directors or agency deputy directors.

#### **Timeline**

##### **August 15**

Call for submissions

##### **August 30**

Deadline for submissions

##### **September 13**

Entry Review

##### **September 24**

Final Decision on Awards

##### **October 1**

Awards Ordered

##### **October 29**

Awards Event during Forum 2007



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## Governor's SWaM Awards Awards Nomination Form

Annual SWaM awards celebration to be held during the 19th Virginia Public Procurement Forum 2007

### Award Criteria

These criteria will be used to evaluate the nominations. Nominations may be submitted by agency directors or agency deputy directors.

**Agency Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Nominator** (Must be agency director or deputy director): \_\_\_\_\_

**Nominator Email:** \_\_\_\_\_

**Nominator Phone:** \_\_\_\_\_

### Highest SWaM Expenditures Achieved Award

Award will be determined by judges and based on data received from the COV Dashboard.

*NOTE: Please keep all answers as brief as possible, preferably 250 words or less, using a separate sheet of paper.*

### SWaM Innovator Awards

1. Describe the innovation.
2. Please indicate the categories below that best fits your innovation (check all that apply):  
 Technology     Communications     Business Outreach
3. Describe why this function/operation can be used in practical format by other agencies of the Commonwealth.
4. How did you communicate the function/operation to users?
5. What has been the internal and external response to this innovation?

### Champion for SWaM Award

1. Name & title of nominee(s)/agency/team.
2. Explain how nominee(s) supports SWaM procurement.
3. Describe internal/external resources used to expand SWaM vendor pool or increase SWaM spending.
4. Describe the nominee's method(s) of communicating the importance of his/her efforts and the significance of upholding SWaM policies and procedures.
5. Describe any recent challenges in SWaM procurement and how it was resolved by the nominee(s).

### Nomination Submission:

Please e-mail nominations to Secretary of Administration Viola O. Baskerville at [secadmin@governor.virginia.gov](mailto:secadmin@governor.virginia.gov) by close of business or postmarked August 30 and mailed to Secretary Baskerville, Office of the Secretary of Administration, Patrick Henry Building, 1111 East Broad Street, Richmond, VA 23219

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