

**U.S. Department of Commerce
Minority Business Development Agency**



**MINORITY ENTERPRISE DEVELOPMENT (MED) WEEK
2010
AWARDS PROGRAM BROCHURE**

Deadline: Friday, April 16, 2010

OVERVIEW

The Arizona Minority Business Enterprise Center, funded by the Minority Business Development Agency, and operated by the Arizona Hispanic Chamber of Commerce is seeking nominations for the 2010 MED Week Awards to be held in 2010. Winners at this level will automatically be nominated for the Regional Awards the following year.

The Minority Business Development Agency (MBDA) at the U.S. Department of Commerce is the only federal agency dedicated exclusively to fostering the establishment and growth 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 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 minority business enterprise. As such diversity of the awardees is an objective of the program.

The awards are commemorative and will be given in the following categories including: Minority Construction Firm of the Year; Minority Manufacturer of the Year; Minority Service Firm of the Year; Minority Technology Firm of the Year; Minority Supplier Distributer of the Year; Advocate of the Year; Green Firm of the Year; and, Access to Capital Award.

Nominations must be received by close of business on Friday, April 16, 2010 at the Arizona Minority Business Enterprise Office located at 255 E. Osborn Road, Suite 202, Phoenix, AZ 85012. Attention: Alika Kumar. If you have any questions regarding the Awards Program please contact us at 602-248-0007.

TIP:

Please make sure you address every question related to the category for which you are applying.

MINORITY ENTERPRISE DEVELOPMENT (MED) WEEK 2010 AWARD NOMINATION FORM

Award Category: _____

I. NOMINEE INFORMATION

Name/Title of Nominee: _____

Street Address of Business: _____

City, State, Zip Code: _____

Nominee Contact Person/Telephone: _____

Email Address of Nominee: _____

Telephone No. _____

Fax No. _____

Web Address: _____

Type of Organization/Business (*Brief description*) _____

Congressional District(s) of Nominee: _____

II. NOMINATOR INFORMATION

Nominator's Name: _____

Title: _____

Organization/Business: _____

Address: _____

Fax No. _____

Telephone No: _____

E-mail Address: _____

Nominator signature/Certification/Date _____

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

INSTRUCTIONS FOR SUBMITTING NOMINATIONS

- You may submit nominations for individuals or organizations in any category applicable.
- Nominators and/or nominees should address and respond to the criterion and questions applicable to the category. Your responses to the questions should be concise and thorough, but should not exceed five pages total.
- The nomination package is comprised of (1) The nomination form (2) The responses to the questions and (3) A biography of the nominee. Organizations should submit an overview of the company or organization if applicable.
- Please submit the nomination package to the AMBEC at the following address:
Arizona Minority Business Enterprise Center
255 E. Osborn Road, Suite 202
Phoenix, AZ 85012
- **Do not include** any additional materials such as promotional materials, annual reports, etc unless the question for the applicable category calls for it.
- Do not submit photographs. Category winners will be asked to provide this item after the selection process has been completed.
- If you have questions please contact us at 602-294-6087

NOMINEE ELIGIBILITY

AMBEC 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 Jew. Nominations are especially sought from these groups. Eligible nominees include business owners, business executives, nonprofit organizations, for profit firms and institutions, universities and colleges, and representatives of local, state and federal governments. The Construction, Manufacturer, Service, Technology, and Supplier Distributer awards are reserved for presentation to a minority business or individual.

Prospective award winners will be reviewed and vetted by the Department of Commerce.

NOMINATION PROCEDURES AND SELECTION PROCESS

1. Nominations may be submitted by any person or organization including AMBEC staff. Selection panel members may not submit nominations.
2. Nominators or nominees submit the nomination packages to AMBEC where they are evaluated by an independent panel and assigned a numerical score based on the evaluation criterion. The panel shall be comprised of three persons two of which may be external to AMBEC.
3. Local winners are nominated for Regional awards. Regional Offices select their regional MED Week award winners from the pool of nominees based on scores and other factors such as applicant and geographic diversity. Regional Directors may make an award to other than the highest scoring nominee if in his or her opinion a lower scoring nominee better meets the overall spirit of the award.
4. Upon selection of the regional award winners regional offices then submit the nomination packages with the score sheets of the winners to MBDA headquarters where they will be reviewed for consideration for a National MED Week award by an independent panel comprised of three senior staff persons.
6. The national award review panel will make recommendations to the National Director. National Award winner candidates are recommended to the National Director of MBDA or his designee based primarily on scores with the highest scoring regional winner being the presumptive national winner. However, other factors such as applicant and geographic diversity may be considered. The National Director may also make an award to other than the highest scoring candidate if in his opinion a lower scoring candidate better meets the overall spirit of the award.

AWARD CATEGORIES AND EVALUATION CRITERION

AWARDS MAY BE GIVEN FOR OUTSTANDING ACHIEVEMENT IN THE FOLLOWING CATEGORIES.

Nominators or Nominees should discuss each criterion referenced in the category

CONSTRUCTION FIRM OF THE YEAR

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

- Revenue growth and number of jobs created over the past five years. **40 Pts**
- Innovative techniques employed and the results. **30 Pts**
- Types of awards received. **15 Pts**
- Community involvement and relationship with MBDA. **15 Pts**

MANUFACTURER OF THE YEAR

Presented to the minority company or individual 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.

- Revenues and job creation over the last five years. **40 Pts**
- Innovative techniques employed and the results. **30 Pts**
- Types of certifications and awards received. **15 Pts**
- Community involvement and relationship with MBDA. **15 Pts**

SERVICE FIRM OF THE YEAR

Presented to the minority company that has achieved notable success in expanding its product line, customer base and revenues. Retail Firms may also be considered under this category.

- Product line, customer base, revenues and job increases over the last five years. **40 Pts**
- Innovative techniques employed and the results **30 Pts**
- Types of awards received. **15 Pts**
- Community involvement and relationships with MBDA. **15 Pts**

TECHNOLOGY FIRM OF THE YEAR

Presented to the minority company that has achieved notable success in bringing new technologies to market and/or expanded technology applications to increase efficiencies and jobs.

- Types of new or innovative technologies employed. **40 Pts**
- Revenues and jobs created over the past five years. **30 Pts**
- Types of awards received. **15 Pts**
- Community involvement and relationship with MBDA. **15 Pts**

SUPPLIER/DISTRIBUTER OF THE YEAR

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

- How the nominee meets the criteria for the award **40 Pts**
- Revenues and jobs created. **30 Pts**
- Types of awards received. **15 Pts**
- Community involvement and relationship with MBDA. **15 Pts**

ADVOCATE OF THE YEAR

Presented to an individual or organization that has demonstrated significant accomplishment in raising public or private sector awareness on the viability of MBEs as an economic force.

- How the nominee meets the criteria for the award. **40 Pts**
- Creativity and innovation. **30 Pts**
- Types of awards received. **15 Pts**
- Community involvement and relationship with MBDA. **15 Pts**

DISTINGUISHED SUPPLIER DIVERSITY AWARD

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

- Increased dollar values of purchases from MBEs over the past five years. **40 Pts**
- Innovative programs. **30 Pts**
- Types of awards received. **15 Pts**
- Community involvement and relationship with MBDA. **15 Pts**

ACCESS TO CAPITAL AWARD

Presented to an individual(s) or organization(s) who have demonstrated outstanding leadership in the financial community by providing, supporting or advocating access to capital for minority businesses.

- How the nominee meets the criteria for the award. **40 Pts**
- Dollar value of loans or other financial instruments provided to minority businesses or individuals. **30 Pts**
- Types of awards received. **15 Pts**
- Community involvement and relationship with MBDA. **15 Pts**

The information is used by the AMBEC and 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, Department of Commerce, 1401 Constitution Ave, NW, Washington, D.C. 20230, and to the Office of Information and Regulatory Affairs of Management and Budget, Washington, D.C. 20503.