



The Hawaii State Procurement Office (SPO)  
Is Accepting Nominations for

## **The Hawaii Procurement Professional Excellence Award**

### **In Recognition of**

- ✓ Noteworthy contributions to procurement include extraordinary business leadership or the design, development or execution of a procurement program or project that furthers an Agency's / Department's mission. Such contributions also include performance of any single task that merits special recognition because of its contribution to meeting a contract cost, schedule and performance goals.
- ✓ Noteworthy contributions to contracting policy include the development of a management policy, regulation, data system or other task that significantly enhances the economy, efficiency and effectiveness of an agency's acquisition system.

### **Eligibility**

To be eligible for the Contracting Professional Excellence Award, candidates must

- ✓ Be currently employed by any CPO jurisdiction in the State of Hawaii.
- ✓ Have made a noteworthy contribution to contracting operations or policy within 24 months of the due date for nominations.

### **Recognition Event**

Each nominee will be considered for the Distinguished Procurement Professional Award, the top honor for procurement in the state, to be awarded at the SPO Awards Luncheon in October 2018. The remaining nominees will receive a SPO Certificate of Achievement. Agencies/Departments may name multiple nominees; each individual must be submitted on a separate application.

Please submit the applications with transmittal letter or memorandum signed by the Agency Head or Head of Department **by 4:30 pm on Friday, August 31, 2018**, in PDF format to [state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov).

### **For More Information**

Please call (808)587-4701 or [state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov) for more information.



## Nomination Form – Please Print

Submit PDF of form by Friday, August 31, 2018, 4:30 pm to [state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov)

Full Name of Nominee: \_\_\_\_\_  
First Middle Initial Last

Employing agency/department: \_\_\_\_\_

Title of current position: \_\_\_\_\_

Nominee's e-mail address: \_\_\_\_\_

Nominee's Direct Phone/Landline: \_\_\_\_\_

Years of service as of June 29, 2018: \_\_\_\_\_

Education Degree(s) and date(s): \_\_\_\_\_

Full Name of Supervisor \_\_\_\_\_  
First Middle Initial Last

Supervisor's e-mail: \_\_\_\_\_ Supervisor's Direct Phone: \_\_\_\_\_

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### Commentary

Write a commentary regarding the nominee to address the award criteria below. Please attach additional sheets if necessary.

1. Summary of nomination

2. Description of current position

3. Most noteworthy procurement operations accomplishments in the last 24 months

4. Most noteworthy procurement policy accomplishments in the last 24 months

5. Professional association memberships/positions

6. Community or other service outside work that demonstrates excellence

7. Other relevant commentary

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Submitted by: \_\_\_\_\_  
Name of Department Director/Head of Agency

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Signature

Date

November 2017