



The Hawaii State Procurement Office (SPO)
Introduces and 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 2016. 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, June 17, 2016**, in PDF format to state.procurement.office@hawaii.gov.

For More Information

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



Nomination Form – Please Print

Submit PDF of form by June 17, 2016, 4:30 pm to
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 17, 2016: _____

Education Degree(s) and date(s): _____

Full Name of Supervisor _____
First Middle Initial Last

Supervisor's e-mail: _____ Supervisor's Direct Phone: _____

Commentary

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

1. Description of current position

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

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

4. Professional association memberships/positions

5. Community or other service outside work that demonstrates excellence

6. Other relevant commentary

Submitted by: _____
Name of Department Director/Head of Agency

Signature _____ Date _____