



The Hawaii State Procurement Office (SPO)  
Is Accepting Nominations for  
THE TOP INDIVIDUAL AWARD:  
**The Hawaii Procurement 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 Procurement 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 and Award – October 16, 2019**

All nominees for the State Procurement Excellence Award will be invited to the SPOCon Awards Luncheon on Wednesday, October 16, 2019, at Noon. Each nominee will receive a certificate of award from our presenter, Comptroller Curt Otaguro. The winner of the Award will receive up to \$500 for reimbursement for procurement training. Training must take place between November 1, 2019, and October 31, 2020.

**Deadline**

Agencies/Departments may name multiple nominees; each individual must be submitted on a separate application. Please submit the applications signed by the employee's supervisor, the Department Director, or Head of Agency by 4:30 pm on Thursday, September 12, 2019, in PDF format to [state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov).

**For More Information**

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



## INDIVIDUAL Nomination Form – Please Print

Submit PDF of form by Thursday, September 12, 2019, 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: \_\_\_\_\_

Nominee's years of service as of June 28, 2019: \_\_\_\_\_

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 (25 Points)

4. Most noteworthy procurement **policy** accomplishments in the last 24 months (25 Points)

5. Describe how the procurement achievement benefited the community (i.e. lower cost to the taxpayer, new facility, new program, streamlined, process) (25 Points)

6. Professional association memberships/positions, pending/ongoing/completed procurement-related certifications, procurement degrees, and/or procurement leadership courses (20 Points)

7. Other relevant commentary (5 Points)

Submitted by: \_\_\_\_\_  
Name of Supervisor, Department Director or Head of Agency

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date