

# Awards

**ch2m.**<sup>SM</sup>

# Supplier Diversity and Small Business Program Awards

- Done annually at the end of the fiscal year
- Three programs to recognize achievements:
  1. Individual Employees (Internal)
  2. Programs and Projects (Internal)
  3. Subcontractors, Vendors, and Consultants (External)

# Individual Employees (Internal)

- These annual awards recognize employees for their contributions to and support of the CH2M Supplier Diversity & Small Business Program
- Internal news story is published describing the award program, and nominations are accepted for two awards:
  - Advocate of the Year Award – Program/Project Manager
  - Advocate of the Year Award – Contract/Subcontract Administrator
- Internal news story is published announcing the winners, and certificate is e-mailed to the winner
  - Supervisor copied
  - Some winners receive a Reward & Recognition bonus for their efforts

## CH2M's Supplier Diversity & Small Business Program's

### Advocate of the Year Nomination

#### Contract / Subcontract Administrator: Fiscal Year 201X

This award recognizes Contract/Subcontract Administrators (KA) who support the firm's Supplier Diversity and Small Business program by providing diverse and small businesses (inclusive of minority, woman, veteran, etc.) opportunities for subcontracting, nurturing relationships, and enhanced skills to compete for larger scopes of work.

Contract/Subcontract Administrator: \_\_\_\_\_

Project(s): \_\_\_\_\_

1. **Please provide examples of how the KA has supported CH2M's Supplier Diversity and Small Business policy. This may include any of the following** (*outreach - seminars, conferences, trade fairs, one-on-one meetings, etc.; training, counseling, mentoring; assistance with restricted competition, sourcing; hosting small business workshops and symposiums, dollars awarded*):
2. **How has the KA assisted small businesses? This may include any of the following** (*extending proposal due dates; accelerating payments; identifying work for SB concerns, training - helping guide a small business through the proposal process; identifying work for SB concerns during the proposal phase*):
3. **Discuss success stories that demonstrate the KA's commitment to the Supplier Diversity and Small Business Program.**

# Programs and Projects (Internal)

- These annual awards recognize program/project teams for meeting or exceeding their contractual small and diverse business subcontracting goal requirements
- Criteria are based on subcontract performance from inception of contract through current fiscal year
  - Subcontracting performance must meet/exceed the overall SB goal and there must be substantial subcontracting awards
  - There must be subcontract activity within the current fiscal year
  - Subcontracting performance cannot be on a downward trend
- Three Award Levels
  - Diamond Award - Meets/exceeds all diverse and small business subcontracting goals
  - Platinum Award - Meets/exceeds all but one diverse and small business subset subcontracting goal
  - Administrator's Award - Various circumstances prevent meeting the diverse and small business subcontracting goals, or there were no goals; however, diverse and small business utilization is still exemplary
- Internal news story is published announcing the winners, and certificate is e-mailed to the PM and KA associated with the contract
  - Supervisor, Contracts & Procurement Director, Business Group Contracts Director and Business Group President copied
  - Some winners receive a Reward & Recognition bonus for their efforts

# Programs and Projects (Internal)



[Date]

Subject: Contract No. \_\_\_\_\_, [Contract Title]

Congratulations!! Contract No. \_\_\_\_\_, [Contract Title], is receiving CH2M's Supplier Diversity & Small Business Program's Subcontracting Diamond Award - 201X.

This award recognizes the team's efforts for meeting/exceeding all of the Small Business Subcontracting Goals incorporated in the contract during Fiscal Year 201X. This exemplary achievement demonstrates CH2M's ability to successfully execute our client's socio-economic requirements along with the intent to utilize small and diverse businesses in the delivery of the project.

The team has gone above and beyond the realm of applying good faith efforts by proving to the small business community that CH2M values small and diverse business contributions, which are considered an integral part of our success.

Thank you for supporting the firm's Supplier Diversity & Small Business Program and for providing small and diverse business concerns opportunities for subcontracting.

CH2M's Supplier Diversity & Small Business Program is nationally recognized and is rated "Outstanding" by the U.S. Small Business Administration. Our success is only possible with the dedicated contributions of your team.

Thank you for a job well done!

Willie T. Franklin III  
Manager, Supplier Diversity & Small Business Program

## Subcontractors, Vendors, and Consultants (External)

- CH2M also participates in the U.S. Small Business Administration's (SBA) awards program to recognize our great subcontractors
- The SBA's Small Business Subcontractor of the Year awards program allows large business contractors, such as CH2M, to nominate their best and brightest small and diverse business subcontractors for national recognition
- Each year since 1963, when President John Kennedy signed the first Presidential Proclamation, the SBA recognizes the special impact made by outstanding entrepreneurs and small business owners during National Small Business Week, which is a week-long celebration in May that rejoices America's entrepreneurial spirit and the important role that small business owners play in our economy and communities
- Internal news story is published describing the award program, and nominations are accepted