



4th Annual SECAF Awards Gala

Greater Metropolitan Washington, DC Region

Thursday, May 3, 2012

SECAF Awards Gala is the premier commemorative event honoring small and emerging government contractors and the players in the ecosystem that support and rely upon small business.

The 2012 finalists will be recognized and winners announced for each of the following categories:

- SECAF Government Contractor of the Year: under \$6 million revenues**
- SECAF Government Contractor of the Year: \$6 to 12 million revenues**
- SECAF Government Contractor of the Year: \$12 to 25 million revenues**
- SECAF's "Award of Excellence": under \$25 million revenues**
- Small Business Partner of the Year: \$25 to 100 million revenues**
- Small Business Partner of the Year: over \$100 million revenues**
- Government Small Business Advocate of the Year: Honoree**

Awards Gala Emcee Sponsors



The 4th Annual SECAF Awards Gala will be held at the Hilton McLean (7920 Jones Branch Drive, McLean, VA 22102) on Thursday, May 3, 2012 from 6:00 to 9:00 pm. For more event information, please visit our website at www.secaf.org.

Sample Nomination Form

Please indicate your Nominee's award category::

SECAF Government Contractor of the Year: under \$6 million revenues

SECAF Government Contractor of the Year: \$6 to 12 million revenues

SECAF Government Contractor of the Year: \$12 to 25 million revenues

SECAF's "Award of Excellence": under \$25 million revenues

Small Business Partner of the Year: \$25 to 100 million revenues

Small Business Partner of the Year: over \$100 million revenues

NOMINEE Information:

- Self-Nominations will be accepted.
- Nominees must submit their completed Nomination Response Package with qualifications and supporting criteria in its entirety in one PDF no later than March 9, 2012. To begin go to www.secaf.org.

Nominee Company Name:

Point of Contact:

Email:

Address:

City:

State:

Zip:

CEOs name:

Title:

Phone:

Suite/Floor:

If selected as a finalist, can a CXO attend the event?

NOMINATOR Information:

Company Name:

Your Name:

Email:

Relationship to Nominee:

Title:

Phone:

Please submit your completed nomination form electronically in PDF format through the online system no later than March 9, 2012.*

Self-nominations will be accepted. Award winners will be chosen by an independent judges committee and announced at our Awards Gala on Thursday, May 3, 2012. Should you have any questions, please contact Awards Gala Committee Co-Chairs, **Mark D. Moore** of John Marshall Bank and **Scott M. Brezler** of Dixon Hughes Goodman CPAs c/o nominations@secaf.org. Good Luck!

***IMPORTANT: PLEASE READ**—all nominations will be accepted through the online nomination system **no later than March 9, 2012** (go to www.secaf.org to access the link). You can nominate yourself, and will then receive an invitation to submit your response package online. All information is considered confidential. *Response packages submitted via email will not be accepted.*

Nomination Response Package : Qualifications and Supporting Criteria

ALL ENTRIES MUST BE SUBMITTED ELECTRONICALLY IN PDF FORMAT.

Deductions will be assessed for responses to identified criteria that are in excess of 250 words per requested criteria. Use of charts, graphs and other visual illustrations in support of responses to requested criteria is strongly encouraged. The entire Nomination Response Package must be included in the single PDF document—no additional data or website links will be considered. Nomination response packages not adhering to these specifications may be disqualified.

- **SECAF Government Contractor of the Year: under \$6 million revenues**
- **SECAF Government Contractor of the Year: \$6 to 12 million revenues**
- **SECAF Government Contractor of the Year: \$12 to 25 million revenues**

Qualifications: The **SECAF Contractor of the Year** will be awarded to a company that has shown a compelling and profound commitment to **excellence in financial performance** during 2011 as measured by the criteria listed below. Applicants must be headquartered in the Greater Metropolitan Washington, DC region.

Criteria: Five finalists will be selected for each size category based upon the following quantitative and qualitative criteria:

- 1) Company description to include its history and management team
- 2) For last three fiscal years (or for each year of operation if less than three years old, including preliminary 2011 year end results if necessary), please provide:
 - a. Company revenues, growth rate, and number of employees
 - b. Percentage of revenue broken down for each of the following:
 - i. Company's core capabilities
 - ii. Primary customers
 - iii. Government prime, government subcontract, and any commercial customers
 - iv. "Full & Open" vs. "Set-Aside" (e.g.: 8(a), HUBZone, Small Business, SDVOSB, etc.)
 - v. Services vs. product (please delineate proprietary or resale COTS products)
- 3) Company positioning for the future, to include new contract wins, targeted areas of expansion, and strategy for diversification of contracts/customer base.

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- **SECAF's "Award of Excellence": under \$25 million revenues**

Qualifications: The **SECAF "Award of Excellence"** will be awarded to a company that has shown a compelling and profound commitment to **excellence within its community, the government contracting industry, and towards its employees** during 2011 as measured by the criteria listed below. Applicants must be headquartered in the Greater Metropolitan Washington, DC region.

Criteria: Five finalists will be selected based upon the special qualitative attributes of the company and its unique traits that differentiate it from its peers. Responses should address each of the following criteria in 250 words or less per requested criteria.

- 1) Community enrichment activities, charitable work and philanthropic outreaches
- 2) Continuing education and career development programs for employees
- 3) Internship programs with primary and secondary learning institutions
- 4) Mentorships and other special support to outside parties
- 5) Government contractor industry and/or business community leadership and involvement
- 6) Employee retention rates and/or statistics regarding new hires in past three years
- 7) Other distinguishing contributions within its community, the industry and towards its employees

■ **Small Business Partner of the Year: \$25 to 100 million revenues**

■ **Small Business Partner of the Year: over \$100 million revenues**

Qualifications: The **Small Business Partner of the Year** will be awarded to a company that has shown a compelling and profound commitment to **excellence in establishing and actively supporting mentorships, teaming, partnerships, and other beneficial programs for small businesses** during 2011 as measured by the criteria listed below. Comparative evaluations of companies of different sizes against one another will be based upon profound performance by a company in favorable comparison against its own respective peer set.

Criteria: Three finalists will be selected based upon the following quantitative and qualitative criteria:

- 1) Profound contributions and leadership by the company to the small and emerging government contracting community
 - 2) Business practices used by the company that maximize the participation of small and emerging contractors
 - 3) % of revenue subcontracted to designated Small Businesses and Certified/Set-Aside Businesses.
 - 4) Relevant details and distinguishing characteristics about the company's mentor/protégé programs
 - 5) Other distinguishing characteristics, contributions, or honors received associated with small business partnership initiatives
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