NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
SMALL BUSINESS OF THE YEAR AWARDS PROGRAM

I. Background

The Director's Small Business Program Awards will recognize various program activities, individuals, and businesses for their outstanding contributions in a fiscal year. Consideration for awards is given to small or large businesses (through subcontracting activities) that have made outstanding contributions to NOAA's Small Business Programs throughout a given year.

The guidelines described below establish the procedures for NOAA's Small Business Awards Program. These guidelines should be followed to the maximum extent practicable to encourage nominating officials to submit nominees who are deserving of such awards and to provide greater viability to these important programs.

II. Program Objectives

The primary objectives of this Awards Program are to:

- serve as an incentive and recognize outstanding and superior performance in the fields of small business utilization and regulations affecting small businesses;

- provide continuing emphasis to highlight and institutionalize the Small Business Programs into every facet of NOAA;

- emphasize and highlight efforts to reduce regulatory burdens for small regulated businesses;

- promote the participation of Small Businesses in all aspects of the Bureaus' indirect procurement activities, as well as the Bureaus' financial assistance programs;

- recognize businesses who demonstrate outstanding accomplishments in support of NOAA's mission: To understand and predict changes in climate, weather, oceans, and coasts; to share that knowledge and information with others; and to conserve and manage coastal and marine ecosystems and resources.

III. Authority

The small business awards are authorized by section 2(a) of the Small Business Act, Public Law 85-536.

IV. Types of Awards and Selection Criteria

The following awards may be issued each fiscal year. An individual or business shall not be nominated if they have received an award for substantially the same work, effort, or project within the previous three years. Under certain circumstances, any one or all of the awards may not be awarded if a proper nominee is not available for a particular category. Submissions that do not adhere to the nomination procedures may not be considered by the Awards Panel.

DIRECTOR'S AWARDS

1) Director's Award for Outstanding Accomplishments by an Other Than Small Business (OTSB), SB, SDB, WOSB/EDWOSB, HUBZone, or SDVOSB Contractor [An award can be made in each category.]

This award is presented to any entity of the above-named groups of businesses which truly exemplifies the best attributes of a business seeking to assist NOAA to meet or exceed its mission requirements through small business prime or subcontract opportunities. ***The nomination must identify the NOAA contract or project number underlying the nomination.*** Examples of this type of accomplishment include, but are not limited to:

- Clear evidence that the contractor performed well on the contract.
- The job was performed on schedule or ahead of schedule.
- The job was performed within the cost factors estimated for the job.
- The contractor was not put on notice for unsafe working conditions, poor maintenance of equipment, failure to comply with various labor laws and equal employment opportunities, or any non-compliant issues that may question commitment to the program.
- Clear evidence that the firm is well qualified for the work, exhibits integrity and can be considered a successful and responsible business.
- Substantially exceeding subcontracting goals established within the contract's subcontracting plan while providing an outstanding product or service to NOAA.

V. Nomination Process

- Nominations should be formally submitted electronically by the date identified in the AGO Director's call letter. Hard copies will not be accepted. Each nomination shall consist of an appropriately approved nomination sheet and a narrative statement; including a one paragraph proposed citation (see the attached nomination form for further instructions). The narrative statement shall include a justification giving a clear

explanation of the accomplishments underlying the award nomination. The proposed citation must contain the recommended language for presentation of the award. The citation will serve as part of a cover letter for the award. Nominations must address the selection criteria cited in Section IV of these procedures in order for the Awards Panel to evaluate each nomination.

- A recommendation for presentation of an award is to be addressed to the individual identified in the AGO Director's call letter and must be approved by the nominator's supervisor in the "Approving Official" block of the nomination form.

- As soon as possible after the date of closing for nominations, the Chair and each Awards Panel Member will be provided an electronic copy of each nomination. The Chair and Panel Members will review each nomination and meet to discuss the nominations.

- The Awards Panel may select the two best nominations from each award category. The Panel shall justify the reasons for selecting the two best nominees and forward the nominations, along with justifications, to the AGO Director for final selection.

VI. Awards Panel

a) The Awards Panel shall consist of the below NOAA representatives who are knowledgeable of the Agency's Small Business Programs and the objectives of these programs. Panel Members shall be selected and notified by AGO Small Business Office. In addition, Panel Members shall be provided with this guidance for their use in the review and selection process.

1) Chair - NOAA's Small Business Officer, or designee

2) Member - representative from AGO Western Acquisition Division

3) Member - representative from AGO Eastern Acquisition Division

4) Member - representative from the AGO Strategic Sourcing Division

b) The Awards Panel will accomplish the following:

1) Review and evaluate each award nomination in accordance with the selection criteria cited in Part IV. The Panel may develop additional selection criteria as it deems appropriate for a particular award category. The Panel may recommend the top two nominees and provide a justification for the recommendations to the Chair for submission and final selection by the AGO Director.

2) Any Panel Member who has a nomination originating from his/her office or division will not vote during the consideration of that nominee.

3) The Panel Chair will prepare a cover memo nominating the potential award recipients in the Panel's order of preference. The Chair will sign the memo and submit it with related backup documentation to the AGO Director.

4) The AGO Director will review the Panel's recommendations and select the award recipient(s) for each category or determine that no award be made for a specific category or categories. Note: The AGO Director reserves the right to use flexibility in selecting awardees on a case-by-case basis.

Upon completion of the AGO Director's decision, AGO staff will notify the Awards Panel of the AGO Director's decision, and make all logistical arrangements for the presentation of the awards.

NOMINATION FORM

This form is to be completed by the nominator, signed by the appropriate official and electronically submitted to person identified in the AGO Director's call letter. Electronic signature or scanned pdf of original signature must be that of approving official.

Nominee:	
Email:	**Phone Number:**

Period of Performance :

Award Category (choose one):
☐ Administrator's Award for Outstanding Accomplishments by a OTSB Contractor
☐ Administrator's Award for Outstanding Accomplishments by a SB Contractor
☐ Administrator's Award for Outstanding Accomplishments by an SDB Contractor
☐ Administrator's Award for Outstanding Accomplishments by a WOSB Contractor
☐ Administrator's Award for Outstanding Accomplishments by a HUBZone Contractor
☐ Administrator's Award for Outstanding Accomplishments by a SDVOSB Contractor

Your Name (nominator):	
Office/ Region:	
Email:	**Phone Number:**

Approving Official Name:	**Title:**
Signature:	

NARRATIVE STATEMENT

Justification: [*Include a justification, giving a clear explanation of the accomplishments underlying the award nomination. Include the name, phone number, and e-mail address of the person who should be contacted in the event questions arise regarding the nomination.]*

Proposed Citation: *[Include a proposed citation (not to exceed four sentences), to be included as part of the award cover letter. This citation must clearly explain what the nominee is being recognized for.]*