

SUMMIT: CANADA'S MAGAZINE ON PUBLIC SECTOR PURCHASING  
in collaboration with  
CANADIAN PUBLIC PROCUREMENT COUNCIL  
presents



# NOMINATION FORM

MAKE YOUR MARK AS A LEADER IN PUBLIC PROCUREMENT!

**Deadline for submissions: June 30, 2014**

# 1

## PURPOSE

*Summit: Canada's magazine for public sector purchasing*, in collaboration with the Canadian Public Procurement Council (CPPC), is offering an award for an exceptional project that demonstrate innovation and leadership in public sector procurement. This award is *Summit's* way of recognizing leadership, excellence and experience in the public sector purchasing and supply chain management communities in Canada.

# 2

## ELIGIBILITY

The award is open to any project in the public sector procurement community in Canada. The nominee may be the project leader or a team member. There are five categories of public procurement, reflecting the different public purchasing environments across this country:

- federal and provincial/territorial governments;
- municipal government;
- academic sector (schools and universities);
- hospital sector; and
- Crown corporations.

# 3

## THE AWARD

The award will be peer-judged by a panel of experts in public sector procurement. Members of the judging committee will be picked from each of the five areas of the public sector. The judges will submit the names of one finalist from each category for the final determination of a winner. Each finalist will be written up in a special supplement of *Summit* magazine, released following the announcement of the award.

# 4

## CRITERIA

There are four criteria for the award. The project must demonstrate all of the following characteristics:

- high degree of innovation – new ideas or approaches in either operational or policy settings;
- measurable and significant benefit – savings, efficiency and effectiveness, must satisfy the stated objectives of the project;
- transferability – the central idea or approach shows promise for use in other areas of the public sector (i.e., becoming a “best practice”);
- advance professionalism within the community.

# 5

## PROCEDURE

Nomination forms are available in French and English (in pdf format) from the websites of both *Summit* magazine and the CPPC. They may be submitted in either language. Please follow the instructions on the following page; a suggested structure is provided for your submission.

Please note: A letter of reference for the project is required (by email only) as part of the submission, in addition to the written overview of the project.

All entries must be submitted to *Summit* magazine by email to [award@summitconnects.com](mailto:award@summitconnects.com) by June 30, 2014. The finalists will be determined by August 2014 and a winner will be announced at the Annual Forum of the CPPC in Montreal, Quebec, October 27-29, 2014.

# 6

## FINANCIAL CONSIDERATIONS

The award is a token of our recognition of the experience and dedication as shown by the winning procurement team. It will not be a monetary award.



# NOMINATION FORM

## Nominee Information

Public Sector Procurement Project \_\_\_\_\_

Team Name \_\_\_\_\_ Team Leader \_\_\_\_\_

Organization \_\_\_\_\_

Team participants \_\_\_\_\_

\_\_\_\_\_

Category of public sector \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

## Nomination submitted by

Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

## Certification

To the best of my knowledge, I certify that the information provided is accurate and true.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Structure of the submission

The nomination form must be accompanied by an overview of the project you wish to profile. We provide you with the following outline to help you structure your submission. You are welcome to include additional information that you feel is pertinent but the submission should not exceed five (5) pages. If you have any questions, please contact us at [award@summitconnects.com](mailto:award@summitconnects.com).

- Project objectives
- Brief description of the project
- Summary of project experience – How did it go?
- Contribution of project to key criteria:
  - high degree of innovation – new ideas or approaches in either operational or policy settings;
  - measurable and significant benefit – savings, efficiency and effectiveness, satisfy the stated objectives of the project;
  - transferability – the central idea or approach shows some promise for being used in other areas of the public sector;
  - advancing professionalism within the community.
- The submission must include a letter of reference from a senior manager or procurement supervisor on the project – someone other than the team leader submitting the nomination.