



Partner in Business- *Large Business* Award Nomination Form

2012 Small Business of the Year Awards Luncheon
Celebrating Small Business Excellence
Thursday, June 7, 2012 | The Hotel at Arundel Preserve

Awards

Founded in 2001, the Maryland Small Business of the Year Awards program is designed to recognize the dedication, innovation and entrepreneurial spirit displayed by small businesses in Maryland. The judging panel for the awards program is comprised of representatives of Maryland's business media.

Nominations must be received by **5 p.m. on Friday, March 30, 2012**. The top 3 finalists in each category will be announced in early May. Winners will be announced during the 2012 Small Business of the Year Awards Luncheon on **Thursday, June 7** at The Hotel at Arundel Preserve.

Since 2009, the Maryland Chamber has sought to recognize those companies in Maryland with **more than 200 employees** that have made a significant commitment to local small and minority-owned firms as part of their business plan. Businesses in this category can either self nominate or be nominated by another business (small or minority-owned firm presumably). Employers that are nominated by another business will be contacted by the Maryland Chamber for additional information.

Eligibility

Nominees must:

- Have a permanent business location with **more than 200** employees in Maryland.
- Have been in operation for a minimum of two years.
- Be a member of the State or a local chamber of commerce or Maryland-based business or trade organization and include a letter of support from that organization in their nomination package.
- Submit a nomination package that addresses the award criteria.

Nomination Package

Submit **six** copies. Your nomination package should include:

1. The enclosed form and up to **four** additional pages addressing the award criteria on standard 8.5" x 11" white paper or letterhead, 12 point font.
2. A letter of support from the state or a local chamber of commerce or Maryland-based business or trade organization.
3. Exhibits (photocopied material, news stories, testimonials, etc.) that support the nomination are welcomed but should not exceed **five** additional pages.

Submit Your Nomination

Nominations must be received by **5 p.m., Friday, March 30, 2012**.

You can access sample nomination forms from prior year winners online at www.mdchamber.org/awards

Send the six copies of your nomination package by March 30 to:

Maryland Chamber of Commerce
Attention: Greg Buckler
60 West Street, Suite 100
Annapolis, MD 21401

Any Questions?

Contact Greg Buckler at (410) 269-0642 or (301) 268-2858, Ext. 117, or gbuckler@mdchamber.org.

Maryland Chamber of Commerce
60 West Street, Suite 100 Annapolis, MD 21401
Phone: (410) 260-0642 or (301) 261-2858 | Fax: (410) 260-5247



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Criteria

Nomination by Small or Minority-Owned Firm

I. Small Business Programs

- *Describe your experience with this company.*
- *Does the company have clearly outlined criteria for their supplier diversity and or small business programs?*
- *What certification programs were needed (SBA, NMSDC, WBENC, etc.)?*
- *Were the company's policies and procedures easy to find and follow? Was it a difficult application process?*

II. Innovation & Creativity

- *Outreach: At what events or types of activities were you able to connect with representatives from this company?*
- *Describe any "outside the box" unconventional methods you may have witnessed from this company to generate new opportunities.*

III. Competitiveness

- *Do you offer a service in a competitive market? Elaborate on your experience and what it took to "win" your contract(s).*
- *Describe any strategies that have helped this company position themselves for securing more small and minority-owned applications.*

IV. Performance

- *How has your experience been working with this company?*
- *Do you currently still have a contract with this company? Since your initial contract, have you expanded your relationship with this company?*

V. Provide a brief statement as to why this company should be named Partner in Business.

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Criteria

Self Nomination

I. Small Business Programs

- *Does your company have clearly defined and outlined criteria (certifications, application, etc.) for your small business programs?*
- *Are your company's policies and procedures easy to find? How difficult is your application process?*
- *How accessible and easy to meet are your employees for small businesses wishing to gather more information to do business with your company?*

II. Innovation & Creativity

- *Outreach: How open and active is your company in promoting and seeking small business vendors? Do you attend any trade shows and/or procurement fairs?*
- *Describe any "outside the box" unconventional methods your company has implemented to generate new opportunities.*

III. Competitiveness

- *Are the services you seek from small business competitive? Do you have several companies vying for the same contracts?*
- *Have you implemented any policies that have strategically placed your company in a position to gain new proposals and requests for business?*

IV. Performance

- *How has your relationship and experience been working with small businesses?*
- *How many current vendors are local small businesses?*
- *What is your company's retention of these small businesses? Have any companies increased the scope of business they conduct with your company?*

V. Provide a brief statement as to why you should be named Partner in Business.

VI. Self nominated companies are encouraged to also include a letter of support from a current small business vendor.

Maryland Chamber of Commerce

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Phone: (410) 260-0612 or (301) 261-2858 | Fax: (410) 260-5217



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Nominee's Information:

Company: _____

Company's Top Executive: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact's Name: _____ Email: _____

Phone: _____ Fax: _____

Website: _____

Number of Years in Business: _____ Number of Employees: _____

Nominee is a member of the following associations: _____

In what industry is the nominee's business?

What are their principal products and/or services?

Who are their primary customers?

Nominators Information (if not self nominating):

Primary Contact: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____ Fax: _____

Relationship to the Nominated Company: _____