

#### NOMINATION FOR THE SMALL BUSINESS PRIME CONTRACTOR OF THE YEAR AWARD

NAME AND ADDRESS OF PRIME CONTRACTOR NOMINEE	NAME OF PRINCIPAL OFFICER OR OWNER
	TELEPHONE NUMBER
NAME AND ADDRESS OF NOMINATING FEDERAL AGENCY	NAME OF EVALUATOR
	TELEPHONE NUMBER
	CODE: (A-K) SEQUENCE NO.:
	SEQUENCE NO.:

### **SECTION I - INSTRUCTIONS TO FEDERAL AGENCY**

- A. For each procuring activity location, select no more than two outstanding small firms who have demonstrated excellence in performing work under contract. Use separate forms for each.
- B. <u>One small business nominee should be located within the SBA Region of the nominating procuring activity. The</u> <u>other small firm may be nominated providing the firm is located in another SBA Region.</u>
- C. When in doubt regarding a firm's size, consult with your regional SBA office.
- D. In order to keep judging objective, please do not refer to any company names or identifiers in Section II through Section VI.
- E. List statistical data requested in Section II.
- F. Evaluate the small firm in each of the areas described in Sections III through VI using only the space provided in this form.
- G. Make remarks pertinent to each question and ensure that comments justify the evaluator's score. Leave judges' check boxes blank.
- H. <u>Brochures or additional supplements or pages are not authorized. Supplemental data will result in disqualifying</u> <u>the small business nominee from further consideration.</u>
- I. Mail all nomination forms directly to the SBA Regional Office serving the area in which your agency is located.
- J. Do not nominate previous Regional winners if they have been winners within the last 5 years.
- K. Nomination by a federal agency of a small business concern for consideration of this award is strictly voluntary.

## SECTION II - PRIME CONTRACTOR STATISTICAL DATA

- A. Total number of years in business
- B. Total number of employees
- C. Current sales volume (latest 12 months)
- D. Percent of commercial sales (same period)
- E. Percent government sales (same period)

#### SBA Form 1375 (7-02) Previous Edition is Obsolete



# DO NOT WRITE IN THIS SPACE

F. Nominator's contracts with nominee (latest 12 months)	
1. Value of contracts	
2. Number of contracts completed	
3. Duration of most contracts	
4. Number of items delivered, if applicable	
5. Other descriptions of work that nominator considers applicable, e.g. various types of services	
G. Type business (check one block only)	
Manufacturer, electrical and/or mechanical assembly operations, fabrication capacity and t produces finished products either to proprietary, military/space, or contractor drawings.	est capability and
Fabricator, one who is primarily a fabricator of tools, dies, fixtures, machine or sheet metal components made to contractor drawings or specifications.	subassemblies or
Processor, one who is primarily a processor of materials and performs anodizing, welding treating, plating, or painting operations to contractor drawings or specifications.	brazing, heat
Distributor, one who is primarily a wholesaler, or jobber, and maintains an inventory of ma products of others for distribution.	nufactured
Services, one who performs either professional or nonprofessional services or provides ite	ems of software.
Construction.	
Other, describe:	
H. Principal Products or Services:	

I. Brief/history/background of contractor nominee. USE PAGE 6 FOR ADDITIONAL REMARKS\_

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SECTIO	DN III	- CC	<b>NTRA</b>	CTOR	ORC	GANIZ	ATION			Evaluator Score	Judges' Score
	-		Assess bjective		or's a	ability to	o organiz	ze and	utilize its ow	n resources to ensu	re accomplishment
10	9	8	7	6	5	4	3	2	1		

Excellent

Superior

Very Good Satisfactory

B. Financial Stamina and Controls - Evaluate contractor's financial condition, ability to assume financial risk, and determine the adequacy of his accounting system.



C. Labor Relations - Appraise management's employee relations, including equal employment opportunity compliance.



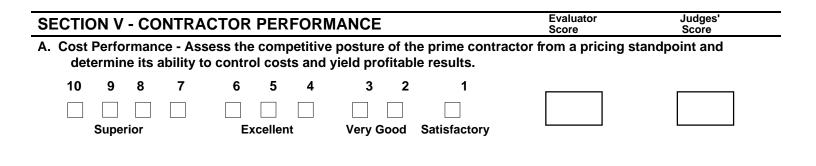
SECT	ION I	V - C	ONTR	ACTOF	R OP	ERAT	IONS			Evaluator Score	Judges' Score
A. Customer Interface - Assess contractor's ability to understand contractual work tasks, make timely progress reports, and evaluate his/her willingness to function as a member of the team.											
10	9	8	7	6	5	4	3	_2	1		<b></b>
	Supe	rior		Ex	cellen	l	Very G	Good	Satisfactory		

B. Technical Capabilities - Evaluate contractor's capability, ability to resolve complex problems, and identify any unusual expertise.

10 9 8 7	654	32	1	
Superior	Excellent	Very Good	Satisfactory	

C. Resource Utilization - Appraise contractor's use of capital assets, cash flow, and determine how effectively resources are employed.



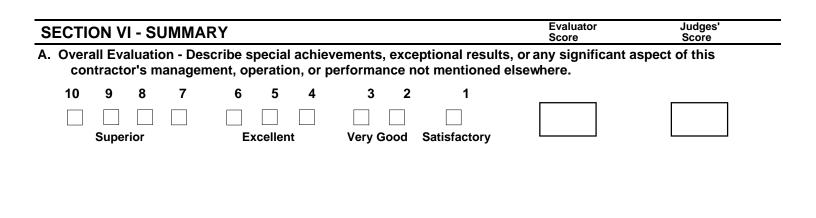


B. Delivery Performance - Evaluate the contractor's delivery performance compared to contractual requirements.

10 9 8 7	654	3 2 1	
Superior	Excellent	Very Good Satisfactory	

C. Quality Performance - Appraise contractor's compliance with engineering specifications, test and inspection requirements and statement of work requirements; and ascertain the reliability of the contractor's product in an operating environment.





## ADDITIONAL REMARKS

PLEASE NOTE: The estimated burden hours for the completing this form is 4 hours per response. You are not required to respond to any collection of information unless it displays a currently valid OMB approval number. Comments on the burden should be sent to U.S. Small Business Administration, Chief, AIB, 409 3rd St., S.W., Washington D.C. 20416 and Desk Officer for the Small Business Administration, Office of Management and Budget, New Executive Office Building, Room 10202, Washington, D.C. 20503. OMB Approval (3245-0096) **PLEASE DO NOT SEND FORMS TO OMB.**