

13th GSA Achievement Award for Real Property Innovation

Call for Entries 2009

This program is intended to recognize projects and processes that improve the stewardship of Federal real property through outstanding asset management and sustainability practices.



13th

GSA Achievement Award for Real Property Innovation

In 1997, the U.S. General Services Administration (GSA) established the Achievement Award for Real Property Innovation to serve as a catalyst for Federal agencies to improve real property management and recognize best management practices. Since its inception, the program has attracted over 400 unique ideas from the entire Federal real property community. Ideas submitted cover a wide spectrum of real property areas, including business practices, asset management and planning, customer service, information systems, performance measures, security, sustainability, and workforce/human capital strategy. GSA publishes the best practices derived from the award program in a special edition of the Office of Real Property Management's 2009 Best Practices Publication. The award highlights are also provided on our Website at www.gsa.gov/realpropertypolicy.

This year we are again focusing on asset management and sustainability. We encourage you to share initiatives, innovations and projects in these categories by submitting entries to the award program.

An independent panel of distinguished public and private sector industry experts will judge the award program entries in each of these categories. GSA will recognize exemplary entries by providing monetary awards, publishing the entries, and encouraging the adoption of the best practices across the Federal Government.

As the custodians of Federal real property, Federal agencies are tasked with the responsibility to implement prudent and innovative policies to ensure real property is managed in an efficient and effective manner. Through the GSA Achievement Award for Real Property Innovation, GSA is promoting the objective of improving the stewardship of Federal real property by rewarding exemplary initiatives, innovations, and projects in asset management and sustainability.



Stan Kaczmarczyk
Acting Associate Administrator
Office of Governmentwide Policy

CALL FOR ENTRIES

Award Program Overview

GSA's Office of Governmentwide Policy, Office of Real Property Management, is seeking entries for the Thirteenth Annual GSA Achievement Award for Real Property Innovation. The awards program recognizes exemplary initiatives, innovations, and projects in the following two categories:

- **Asset Management** – Achievements related to asset management planning, inventory management, performance management, utilization and disposal of real property, transportation and infrastructure improvement, and portfolio optimization.
- **Sustainability** – Achievements related to sustainable business practices in the area of green buildings and workplaces, such as developing high performance work environments, and implementing Executive Order 13423, "Strengthening Federal Environmental, Energy and Transportation Management." Practices include alternative work strategies, energy and water efficiency, greenhouse gas, toxic and hazardous chemicals reduction, renewable energy strategies, as well as compliance with the "Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings."

Entrant Eligibility

- Only Federal Government employees may participate.
- Government contractors or employees of the Office of Governmentwide Policy are not eligible to participate.
- Initiatives, innovations, and projects in asset management and sustainability must have been initiated by or completed within the last three years prior to the entry deadline of July 1, 2009.
- Non-winning submissions from previous years may be resubmitted but must comply with the new submission requirements set forth in this document.

Entry Package

All entries must include the following components:

1. A separate summary page (500 words or less) describing the entry.
2. A clear and concise narrative, which will be judged on the criteria of originality/innovation, effectiveness of the project or program, quantitative analysis, and replicability, as outlined below.

Originality/Innovation (25 Points)

Describe how the innovation in asset management or sustainability has changed your organization's approach to business or service or how it has improved your organization's policies, practices, products and/or services.

Effectiveness of the Project or Program (25 Points)

Describe the principal benefits or results (i.e., organizational success, customer satisfaction, employee productivity, and financial savings) of the project's implementation. Has the innovation been applied to a single facility in your inventory or to your

organization's entire portfolio? What asset management or sustainability challenges have been alleviated by the project or program? How were challenges to the development and implementation of this project or program addressed?

Quantitative Analysis (20 Points)

Define how your organization measures the success of the innovation. Describe the extent to which a quality control process has been developed (include measures, targets, savings, and other reporting elements).

Replicability (20 Points)

Describe the innovation's transferability or the degree to which it can be successfully replicated by other agencies. Can other organizations readily adopt this asset management or sustainability program? Describe any lessons learned, obstacles faced, and solutions to surmount in execution that would be valuable to other organizations.

Clarity and Thoroughness of the Submission (10 Points)

The jury will allocate points based on how clearly and concisely the entrant describes the success of the project.

3. A completed entry form must contain the authorizing official's contact information. The agency official sponsoring the entry must be a level higher than team members. **Note:** *It is the responsibility of the applicant to determine the appropriate authorizing official level that meets the applicant's department/agency approval standards.*

Entry Submission

The completed entry application package, including the entry form and summary, must not exceed six pages of text on 8 1/2 x 11 inch paper, if submitted as either hard copy or electronic file. Responses should be single-spaced and typed in 12-point font. Additional submission details include:

- There is no entry fee for submissions.
- An agency may submit more than one entry, but a separate entry package is required for each submission.
- All entries become the property of the Office of Real Property Management and will not be returned.
- **Optional:** One (1) high-resolution (250 dpi or higher) unaltered photograph may be included with your entry.

Additional application information can be accessed at www.gsa.gov/realpropertyaward

- All entries must be postmarked or electronically submitted to GSA **no later than midnight July 1, 2009.**
- If submitting a hard copy, please use an express shipping service or deliver the entry by hand – do not send an entry through standard mail.



2009 GSA Achievement Award for Real Property Innovation
ENTRY FORM

DUE DATE: July 1, 2009

1. Award Category: Asset Management _____ Sustainability _____

2. Entry Title: _____

3. Contact Information: The person listed below has active responsibility for the development and/or implementation of this nomination. All correspondence related to this entry will be directed to this individual.

Name: _____

Title: _____

Department/Agency: _____

Office/Service/Division: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

E-mail: _____

4. Authorizing Official's Contact Information: Agency official sponsoring the nomination (at a minimum, must be one level higher than team members – see submission requirements).

Name: _____

Title: _____

Department/Agency: _____

Office/Service/Division: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

E-mail: _____

5. Team Members: If this is a team submission, in addition to the person identified in item 3 above, please list the other team members responsible for the project. These individuals will share the monetary award. If additional space is required, please type that information on white paper and attach to the Entry Form.

Name: _____

Title: _____

Department/Agency: _____

Office/Service/Division: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

E-mail: _____

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**2009 GSA Achievement Award for Real Property Innovation
ENTRY FORM**

Name: _____

Title: _____

Department/Agency: _____

Office/Service/Division: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

E-mail: _____

Name: _____

Title: _____

Department/Agency: _____

Office/Service/Division: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

E-mail: _____

Name: _____

Title: _____

Department/Agency: _____

Office/Service/Division: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

E-mail: _____

Submit hard copies to:

**GSA Achievement Award for Real Property Innovation
Office of Real Property Management
U.S. General Services Administration
1800 F Street, NW, Room 6208
Washington, D.C. 20405**

Submit electronic copies to:

GSA Real Property Awards Website at www.gsa.gov/realpropertyaward

Additional application information can be accessed at: www.gsa.gov/realpropertyaward

Selection of Winners

An independent panel of government and industry experts from the real estate community will evaluate the applications and select the winning entries in each category. Judges will use the criteria listed under Entry Package as a guide for evaluating each entry and will score the entry out of 100 possible points. Winners will be notified both electronically and by mail during September/October of 2009.

A maximum of two monetary awards—one in the category of asset management, and one in the category of sustainability—will be presented. GSA will present awards of \$5,000 to an individual winner or \$10,000 to a team winner comprised of two or more people. In the event the judges determine that two exemplary innovations exist in either category, they may designate a tie and the monetary award will be divided between the winners. There may not be one winner for both categories. Recognition may be granted to other submissions at the discretion of the judging panels.

Recognition

GSA will present the awards at a ceremony in Washington, DC, during the Fall of 2009. In addition, to the monetary award, the winning organization in each category will be presented with an engraved slate monument suitable for public display, as a symbol of your organization's commitment to innovation and excellence in real property stewardship. Each team member will receive a certificate acknowledging his or her role as part of the winning team. Winners will also be invited to share their success stories at the ceremony.

Winning entries will be highlighted in the 2009 Real Property Best Practices Publication as well as posted on the GSA Office of Real Property Management website at www.gsa.gov/realproperty.

Go to www.gsa.gov/realpropertyaward for more information about the GSA Achievement Award for Real Property Innovation or contact Patrice Walker, Program Manager, at (202) 208-7639 or patrice.walker@gsa.gov



U.S. General Services Administration

Office of Governmentwide Policy (MP)

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Washington, DC 20405

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