

**2018 USBLN® ANNUAL LEADERSHIP AWARDS**

**Top Corporation for Disability-Owned Businesses**

**Award Nomination Form**

**THE DEADLINE FOR NOMINATIONS IS:**

**FRIDAY, JANUARY 12, 2018**

The **“Top Corporation for Disability-Owned Business, Veteran-Disability Owned Business and Service-Disabled Veteran Disability-Owned Businesses”** award nomination is presented to the corporation that has demonstrated outstanding inclusion of USBLN certified disability-owned businesses (including businesses owned by service disabled veterans), and demonstrated commitment to disability business inclusion in their supply chain processes and corporate supplier diversity programs.

Note: A certified Disability-Owned Business Enterprise (DOBE®) is defined as a for-profit businesses that is at least 51 percent owned, managed, and controlled by U.S. citizens whose disability is defined as a physical or mental impairment that substantially limits one or more major life activities; A certified Veteran-Disability Owned Business Enterprise (V-DOBE™) is defined as a for-profit businesses that is at least 51 percent owned, managed, and controlled by U.S. citizens whose disability is defined as a physical or mental impairment that substantially limits one or more major life activities, who has also has also served in the military; A certified Service-Disabled Veteran Disability-Owned Business Enterprise (SDV-DOBE™) who has incurred or aggravated a disability while serving in active military naval or air service and whose discharge is documented with a disability ratings letters issued by the Department of Veteran Affairs. Also qualifying are reservists or members of the National Guard when disease or injury was incurred or aggravated in line of duty or while in training status.

\*If you have received this award within the past 3 years you are not eligible to apply.

Award Criteria:

* The nominee must be a USBLN corporate partner
* The nominee must be an active member of the USBLN® and Disability Supplier Diversity Program®(DSDP).
* The nominee must have achieved spend or increased spend with DOBE®s/SDV-DOBES™, influenced supply chain and strategic sourcing processes or promoted disability business utilization within their organizations or in external outreach.
* The nominee must be active in advocating for and advancing disability business inclusion for a minimum of three (3) years.
* The nomination must be submitted with at least two (2) internal letters of support and one (1) letter of support from a certified Disability-Owned Business Enterprise (DOBE®), Veteran-Disability Owned Business Enterprise (V-DOBE™) or Service-Disabled Veteran Disability-Owned Business Enterprise (SDV-DOBE™).
* Self-nominations are accepted.
* Award winners will be recognized and receive their award at the 2018 USBLN® Conference.
* Time period covering actions and activities described in this form shall be from Jan. 1, 2017 through Dec. 31, 2017.

 **Please note that if your nominee is selected to receive this award, you will be asked to submit photos and/or videos to the USBLN for use in an introductory video that will be shown during the award presentation at the** [2018 USBLN 21st Annual Conference & Expo](http://conference.usbln.org/2018_conference/)**.**

**\*These visuals will need to be submitted 4 weeks after notification. Will you be able to do this? Yes \_\_ No\_\_**

Please complete the nomination form in its entirety: You may attach supporting documents. They will not count against word count totals.

Information on nominee company:

|  |  |
| --- | --- |
| Nominee Name |  |
| President/CEO |  |
| Mailing Address |  |
| Phone |  |
| Email |  |

Contact information of person responsible for completing the nomination form:

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Organization |  |
| Mailing Address |  |
| Phone |  |
| Email |  |

Contact information of primary company representative to be notified if nominee is a finalist:

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Organization |  |
| Mailing Address |  |
| Phone |  |
| Email |  |
| Website |  |

Contact information of a secondary company representative to contact if nominee is a finalist:

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Organization |  |
| Mailing Address |  |
| Phone |  |
| Cell Phone |  |
| Email |  |

**You may attach supporting documents that do not count against word limits.**

1. Document your supplier diversity program including date of inception, scope and mission to include disability-owned firms. Address specifically policy, goals, incentives mission statement that address USBLN® certified DOBE®s, V-DOBEs™ and SDV-DOBEs™. Share information on specific efforts to raise awareness and increase communications regarding disability business inclusion across the enterprise. (1,000 words or less) 20 points
2. Describe the nominee organization’s involvement and support of DSDP and USBLN® activities (include financial/in-kind support, certification processes, presentations, conference workshops, planning and development of DSDP strategies and programs, in-house supplier diversity programs, outreach events. (1,000 words or less) 20 points
3. Are processes in place that allow DOBE®s, V-DOBEs™ and or SDV-DOBEs™ to be identified and utilized within the Supply Chain including professional services? Do supplier registration and sourcing system require USBLN® certification? Does supplier registration allow registration by disability-owned and service disabled veteran owned firms? Is specific inclusive language utilized through first tier and second tier contracts? If so give an example of the language. Describe strategies utilized and/or outreach efforts to ensure bid opportunities include USBLN® certified DOBE®s, V-DOBEs™ and SDV-DOBEs ™. (1,000 words or less) 20 points
4. What is the total 2017 purchasing spend in the U.S. for nominee organization with all suppliers? What is the total spend with USBLN® certified DOBE®s, V-DOBEs™ and SDV-DOBEs™? What percentage of overall spend constitutes spend with DOBE®s, V-DOBEs™ and SDV-DOBEs™? Please attach a copy/list all DOBE®s, V-DOBEs™ and SDV-DOBEs™ with whom nominee organization did business in 2016. 20 points
5. Provide any additional supporting information to help the awards committee in the decision making process including: How has the nominee organization marketed to disability-owned firms and included them in promoting public awareness of DOBE®s, V-DOBEs™ SDV-DOBEs™ and the Disability Supplier Diversity Program® and employee involvement in DSDP committees/projects? (500 words or less) 10 points
6. Why is the nominee organization deserving of the award “Top Corporation for Disability-Owned Businesses”? Emphasize specific innovations and strategies. (500 words or less) 10 points

**Total points possible = 100**

**PLEASE DO NOT CONVERT FORM TO PDF**. Submit your electronic nomination to: Adele@usbln.org. General questions about this submission should be directed to Cami Turcotte at cami@usbln.org.

Award recipients will be selected by committee and will be recognized and receive their awards during the [2018 USBLN 21st Annual Conference & Expo](http://conference.usbln.org/2018_conference/) in Las Vegas, Nevada. Please note that late nominations will not be accepted.

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***Thank you for submitting your nomination to the
2018 USBLN® Annual Leadership Awards!***