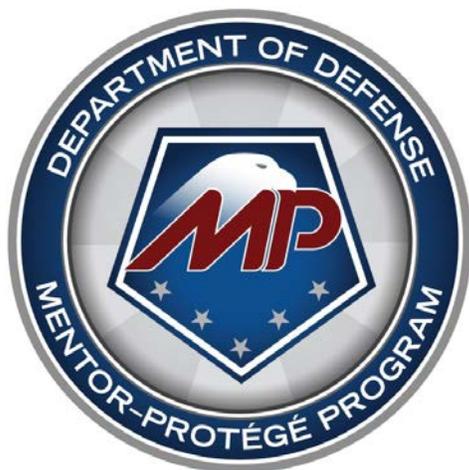


2015 NUNN-PERRY AWARDS | Call For Nominations

DoD Mentor-Protégé Program
DoD Office of Small Business Programs
4800 Mark Center Drive | Suite 15G13 | Alexandria, VA 22350-3601
571.372.6312 | dodmpp@osd.mil
<http://www.acq.osd.mil/osbp/sb/programs/mpp/>

FY 2015

Call for Nominations



Department of Defense
Office of Small Business Programs
Mentor-Protégé Program



OFFICE OF THE UNDER SECRETARY OF DEFENSE
3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

CALL FOR NOMINATIONS FOR 2015 NUNN-PERRY AWARDS

September 30, 2015

Dear Mentor-Protégé Participant:

We are now accepting nominations for the 2015 Nunn-Perry Awards that will be presented by the Department of Defense (DoD) in spring of 2016 during Mentor Protégé Training Week. More information on the annual awards ceremony will be forwarded to you in the near future.

The Nunn-Perry Award recognizes Mentor-Protégé teams that have excelled during the previous fiscal year in the areas of technical assistance, growth of the Protégé, and impact on the Protégé's development. It was named in honor of former Senator Sam Nunn, who sponsored legislation 25 years ago creating the DoD Mentor-Protégé Program, and former Secretary of Defense William Perry for his commitment to our program's successful implementation.

Nominations are open to all DoD Mentor-Protégé teams with agreements that were active at any time in FY2014 through FY2015 with a minimum period of performance of 12 months. Nominations may be submitted by Mentors or Protégés, and will be accepted until 7:00 a.m. EST November 2, 2015.

Please complete your nomination package, and send it to this office in accordance with the guidelines and instructions contained in the enclosed *Call for Nominations*. Should you have any questions regarding this process please contact your servicing agency Program Manager. My direct point of contact for this action is Mr. Robert Stewart; he can be reached at dodmpp@osd.mil or 571-372-6312. For your convenience a copy of the *Call for Nominations* is on our website at <http://www.acq.osd.mil/osbp/sb/programs/mpp/>.

Thank you for your participation and best of luck to all nominees!

Sincerely,

A handwritten signature in black ink, appearing to read "K. L. Wesley".

Kenyata L. Wesley, Acting Director
Office of Small Business Programs

Enclosure:
As stated



Department of Defense Office of Small Business Programs

Call for Nominations 2015 Nunn-Perry Awards

Through the presentation of the Nunn-Perry Awards, the Department of Defense (DoD) seeks to recognize outstanding program performance by Mentor-Protégé teams formed under the auspices of the DoD Mentor-Protégé Program. This *Call for Nominations* contains all information necessary to prepare and submit a nomination for this year's award.

Award Criteria:

The criteria to receive an award include: Demonstrated Return on Investment (ROI) of the Mentor Protégé Agreement / Relationship in direct support of the Agency (Department's Mission and Challenges), Value of Technical Assistance, Protégé Development, Protégé Growth, Program Management and utilization of Historically Black Colleges and Universities/Minority Serving Institutions (HBCUs/MSIs), Procurement Technical Assistance Centers (PTACs), and Small Business Development Centers (SBDCs). Detailed descriptions of these criteria and relative weighting of each are stated in the Nomination Package Template (enclosed).

Eligibility Requirements:

Any DoD Mentor-Protégé team with a Mentor-Protégé agreement:

- Was approved by an Office of Small Business Programs (OSBP) authorized by the Office of the Secretary of Defense (OSD) to approve Mentor-Protégé agreements (e.g., Service Component or Other Defense Agency)
- Has a performance period of one year or greater
- Has not previously won a Nunn-Perry Award for performance **(under no circumstances, will a Mentor-Protégé team be selected for an award if the nominated agreement previously received recognition)**
- Submits a nomination on time and in accordance with all directions in the *FY 2015 Call for Nominations*.

Nomination Procedures:

Nominations will be accepted from any of the following (Note this award packet must include the endorsement and approval of the responsible Mentor Protégé Program Manager, prior to official Submittal to OSD OSBP for review. It is recommended that Mentor's and Protégé's firms factor in this new requirement when drafting responses, as failure to obtain this approval will result in Nunn Perry award packet to not be rated by the convening panel):

- DoD Mentors
- DoD Protégés



Department of Defense
Office of Small Business Programs



Call for Nominations

2015 Nunn-Perry Awards

The Nomination Package Template, which is included as part of this packet, should be completed in accordance with all directions and received by the DoD Office of Small Business Programs (OSBP) no later than 7:00 a.m. EST, Monday November 2, 2015, in order to receive consideration for an award.

Please submit all nominations by 7:00 am. EST, November 2, 2015, via **e-mail only** to: dodmpp@osd.mil (One nomination per email to facilitate administrative accounting of nominations.) If you do not receive a confirmation of receipt for your submission, please notify the Office of Small Business Programs immediately.

Please direct all questions regarding this year's nomination packet to: dodmpp@osd.mil or call **(571) 372-6312**.

Selection Procedures:

- All nominations, upon arrival, will be reviewed for compliance within the eligibility requirements and nomination procedures described above
- All nominations will need to have an accompanying approval memorandum (i.e. scanned hardcopy or electronic copy via email) from their servicing component's Mentor Protégé Program Manager, included with their submittal, to be further considered for an award
- Only those nominations determined compliant with these eligibility requirements and nomination procedures will be considered for 2015 Nunn-Perry Awards
- All compliant nominations will be assessed by a review panel
- The composition of the review panel, and review panel procedures, will be at the discretion of the DoD OSBP Deputy Director for Technology and Innovation
- Reimbursable Agreements and Credit Agreements will be reviewed separately
- The review panel will present their list of recommended awardees to the DoD OSBP Deputy Director for consideration and final selection
- The number of awards will be determined by the DoD OSBP in the course of making the final selection
- The DoD will announce by December 2015 and present Nunn-Perry awards to FY 2015 awardees during a scheduled ceremony in the spring 2016.

Submission Disqualifiers:

- Boilerplate, pre-created, or standardized submissions
- Non-adherence to requested format(s)
- Attending any type of training on the Nunn-Perry Awards or nomination process
- Omission of semi-annual reports (SARs) or DCMA annual reports
- Open investigations filed with the DoD Inspector General
- Failure to submit nomination(s) with the newly required memorandum endorsement of the servicing component's DoD Mentor Protégé Program Manager
- Late submissions.

2015 Nunn-Perry Awards Nomination Package Template

(This Cover Page must be completed, signed, and placed before other pages.)

Provide the Following: *(Enter Company name EXACTLY as it should appear on official awards and citations.)*

CORPORATE INFORMATION	
DOD Mentor Firm	
DoD Mentor Name	
Address	
City, State, Zip	
Contact Name	
Title	
Telephone	
Fax	
DUNS Number	
CAGE CODE	
Business Unit Address)	
Email Address	
DOD Protégé Firm	
DoD Protégé Name	
Address	
City, State, Zip	
Contact Name	
Title	
Telephone	
Fax	
DUNS Number	
CAGE CODE	
Email Address	

MENTOR-PROTÉGÉ AGREEMENT INFORMATION	
Period of Performance (covered by this nomination)	
Type of Agreement (Credit or Reimbursable)	
Sponsoring DoD Component (Army, Navy, Air Force, or Agency)	
Name of Participating HBCU/MI, PTAC, and/or SBDC	

Nominator's Name

Title

Telephone Number

Organization

Email Address

Nominator's Signature

Date

2015 Nunn-Perry Awards Nomination Package Template

(This Executive Summary must be completed, signed, and placed after the cover page.)

EXECUTIVE SUMMARY FY 2015 Nunn-Perry Awards Nomination

Mentor and Protégé Backgrounder

Use the first paragraph to provide a brief overview of both the DoD Mentor and the DoD Protégé. This should be an introductory backgrounder describing overall Mentor-Protégé experiences, relationships, and DoD/IC engagements. This paragraph should be typed using *Times New Roman*, 12-point font size.

Describe Mentor-Protégé Relationship

The second paragraph should describe how this Mentor-Protégé relationship positively affected the department's Protégé for this one-year period. Use three to five bulleted statements to highlight this agreement's contribution(s) such as technical innovations, the Protégé's development, and the Protégé's growth. This paragraph supports data submitted on page 8 or page 9 of this nomination packet and should be typed using *Times New Roman*, 12-point font size.

Describe DoD/Industry contributions

The third and final paragraph should primarily focus upon how this Mentor-Protégé relationship positively affects the defense industrial base (DIB). Use three to five bulleted statements to highlight this agreement's contribution(s) to the warfighter, a DoD Program of Record, and/or the Secretary's top DoD priorities. This paragraph should be typed using *Times New Roman*, 12-point font size.

Executive Summary not to exceed its maximum 750 total word limit

DoD Service/Agency MPP Program Manager's Name

Title

Telephone Number

DoD Service/Agency Component

Email Address

DoD Service/Agency MPP Program Manager's Signature

Date

An agency memorandum (either hard copy or electronic) endorsing this nomination from a Service or Agency component must also accompany each FY 2015 nomination packet.

2015 Nunn-Perry Awards Nomination Package Template

SPECIFIC INSTRUCTIONS

- A.** Complete and submit one (1) cover page and one (1) executive summary per nomination.
- B.** Complete a one-page Executive Summary including:
- Explanation of the mentoring support involved in the Mentor-Protégé agreement
 - Acronym definition section
- C.** Complete **Factors A, B, C, D** and **E**. See Paragraphs K and L below
- D.** Provide support documentation for DoD Protégé growth factors:
- Copies of relevant Semi-Annual Reports or DCMA Annual Reports (copies do not count toward Nominee's total page limits)
- E.** Nomination is not to exceed ten (10) pages. Assemble in following sequence:
- Nomination cover page (does not count toward eleven page limit. Use template)
 - Executive Summary, including acronym definitions (one page maximum)
 - Factors A, B, C, D and E (two pages maximum per Block)
 - Copies of the Semi-Annual Reports or DCMA reports relevant to the period of performance (does not count toward the eleven page limit)
 - Duplication of content between nomination packages is discouraged; wording should be unique for each submission
- F.** Word-processing instructions:
- Arial font, not smaller than 10 point
 - Letter-sized pages with portrait orientation
 - Standard page-width text (i.e., no columns)
- G.** Prior to email transmission, convert and merge the files into one (1) editable PDF file, and assembled in the sequence, as described in Paragraph E above. Attach only the editable PDF file to your email transmission
- H.** Please title the PDF file and the email subject as: "*DOD MENTOR NAME_DOD PROTÉGÉ NAME – FY15 NUNN-PERRY AWARDS NOMINATION*"
- I.** Please include a brief transmittal statement, including a primary and secondary points of contact, in the email. A cover page and an executive summary are still required with each nomination.
- J.** Please attach only one (1) nomination per email submission.
- K.** Please provide this year's review panel with the location and business unit or sector where the agreement is being performed. This primarily applies to large businesses that are comprised of multiple sectors and business units across DoD.

2015 Nunn-Perry Awards Nomination Package Template

SPECIFIC INSTRUCTIONS (Continued)

L. Instructions for **Factor A**

- The purpose of this Factor is to reflect growth of DoD Protégés. Please fill in all areas shaded in yellow on the worksheet located on the final page of the Nomination packet. Worksheets must be completed in their entirety before nominations are to be considered for any award
- All data included should be supported by documents from Semi-Annual Reports (SARs) or DCMA Annual Reports submitted as part of this nomination should be highlighted.
- Only actual dollars obligated/funded/received from contract awards should be submitted (NOT estimated/awarded/expected amounts)

M. Instructions for **Factors B, C, D and E**

- The purpose of these Factors is to describe how the mentor and protégé have demonstrated excellence in their relationship
- Bullet format is preferred for responses to each Factor criteria area
- Limit responses to two (2) pages per Factor. Charts, graphs, and/or tables will count towards the two-page per Factor limitation
- Do not include attachments – including forms of electronic media such as sound clips, picture or video clips. These are cause for determining the nomination to be non-compliant
- All data included should be supported by:
 - o Semi-Annual or DCMA Annual Reports submitted as part of this nomination
 - o FOR CREDIT AGREEMENTS ONLY those costs reported by the Mentor on their Summary Subcontracting Report (SSR)
- Only actual dollars obligated/funded/received from contract awards should be submitted (NOT estimated/expected amounts)

N. Evaluation and Selection criteria for each Factor are provided at **Factors A** through **E** below

- **Factor A** is significantly more important than **Factors B & C**
- **Factor B** is more important than **Factors C, D & E**
- **Factor D** is more important than **Factor E**
- Only the most highly rated nomination packages will be recommended for selection to receive 2015 Nunn-Perry Awards.

2015 Nunn-Perry Awards Nomination Package Template

Factor A – Protégé Growth (contract & subcontract awards). *(See attached worksheet).*

All data provided should be supported by Semi-Annual Reports or DCMA Annual Reports submitted with this nomination. Only actual dollars obligated/funded/received from contract awards should be submitted (NOT estimated/expected amounts – provide costs that are documented by records maintained to support and substantiate the costs).

DoD Protégé Growth (Prime Contract & Subcontract Awards)
Employee growth evidenced.
DoD Protégé prime contract growth evidenced.
DoD Protégé subcontract growth evidenced.

Factor B – Protégé Development

DoD Protégé Development
Completion of technical/business infrastructure tasks.
Achievement of technical certifications (i.e. ISO, CMMI, CompTIA.)
Business infrastructure enhancements validated.
Utilization of technology training outside of DOD's MP Agreement.

Factor C – Value of Technical Assistance supporting Warfighter and/or National Security.

Value Of Technical Assistance
Value added (new technology) support evidenced.
Value added (business infrastructure) support evidenced. (Credit Agreements only).
Interoperability with other DoD, Federal or Commercial programs.
Knowledge transfer contributes to long term sustainable support.
In-house efficiencies realized from developmental assistance provided.

Factor D – Program Management

DoD MPP Program Management
Demonstrated executive and management commitment.
Met proposed milestone schedules.
Performance within costs - no overruns. (Reimbursable Agreements only).
Better Buying Power (BBP 2.0 or BBP 3.0) initiatives evidenced (i.e. increased small business roles, opportunities, and participation.)
New business teaming and new subcontract relationships evidenced.
Submission of timely and accurate reports to OSBP and DCMA.

Factor E – Utilization of HBCUs, MSIs, PTACs, and SBDCs

Utilization of HBCU/MIs, PTACs and SBDCs
Commitment evidenced.
Value added services provided.
Utilization and/or hiring of STEM Interns, STEM undergraduate/graduate students.
Level of support evidenced and is primary to completing agreement milestones.

NUNN-PERRY AWARDS NOMINATION - 2015

Factor A - DoD Protégé Growth Worksheet - REIMBURSEMENT ONLY

Nominees

Mentor:	
Protégé:	
DoD Mentor-Protégé Agreement/Contract Number:	
Nomination Performance Period:	

		Enter Data in All Yellow-Shaded Cells				
		Beginning Month	Ending Month	N/A	N/A	RATING
	Growth in number of Full-Time Employees (FTEs)					
	Expansion of Business Facilities (in square feet)					
	Total <u>Invoiced</u> Dollar Value of All <u>DoD Prime</u> Contracts Performed by <u>Protégé</u> During Performance Period					
	Total <u>Invoiced</u> Dollar Value of All <u>DoD Subcontracts</u> Performed by Protégé During Performance Period					
	Total <u>Invoiced</u> Dollar Value of All Contracts Awarded by the Mentor to the Protégé During Performance Period					
	Total <u>Invoiced</u> Dollar Value of All Contracts Awarded by the Mentor to Small Businesses Other Than the Protégé During Performance Period					
					Overall Rating	

NUNN-PERRY AWARDS NOMINATION - 2015

Factor A - DoD Protégé Growth Worksheet - **CREDIT ONLY**

Nominees

Mentor:	
Protégé:	
DoD Mentor-Protégé Agreement/Contract Number:	
Nomination Performance Period:	
Credit Towards Subcontracting Goals:	

Enter Data in All Yellow-Shaded Cells						
		Beginning Month	Ending Month	N/A	N/A	RATING
	Growth in number of Full-Time Employees (FTEs)					
	Expansion of Business Facilities (in square feet)					
	Total <u>Invoiced</u> Dollar Value of All <u>DoD Prime</u> Contracts Performed by <u>Protégé</u> During Performance Period					
	Total <u>Invoiced</u> Dollar Value of All <u>DoD Subcontracts</u> Performed by Protégé During Performance Period					
	Total <u>Invoiced</u> Dollar Value of All Contracts Awarded by the Mentor to the Protégé During Performance Period					
	Total <u>Invoiced</u> Dollar Value of All Contracts Awarded by the Mentor to Small Businesses Other Than the Protégé During Performance Period					
					Overall Rating	



Anniversary

Mentor-Protégé Program

November 5, 1990 to November 5, 2015