



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

ACQUISITION,
TECHNOLOGY
AND LOGISTICS

CALL FOR NOMINATIONS FOR 2012 NUNN-PERRY AWARDS

October 1, 2011

Dear Mentor-Protégé Participant,

We are now accepting nominations for the 2012 Nunn-Perry Awards that will be presented at the Department of Defense (DoD) Mentor-Protégé Conference scheduled for Wednesday, March 7, 2012, at the Virginia Beach Convention Center, Virginia Beach, Virginia. More information on the conference 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 creating the DoD Mentor-Protégé Program, and former Secretary of Defense William Perry for his commitment to the program's implementation.

Nominations are open to all DoD Mentor-Protégé teams with agreements that were active at any time during FY2011 with a minimum period of performance of 12 months. Nominations may be submitted by Mentors or Protégés, and will be accepted until **8 p.m. EST November 15, 2011**.

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. A copy of the Call for Nominations is on our website at www.acq.osd.mil/osbp/Mentor_Protégé. The Mentor-Protégé Conference information will be available soon on our website at www.dodsconference.com.

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

Sincerely,

Andre J. Gudger

Director, Office of Small Business Programs

Enclosure:
As stated



Department of Defense
Office of Small Business Programs



Call for Nominations

2012 Nunn-Perry Award

Through the presentation of the Nunn-Perry Award, 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.

The 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: Value of Technical Assistance, Protégé Development, Protégé Growth, Program Management and Utilization of HBCU/MI, PTAC & SBDC. 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 that:

- Was approved by an Office of Small Business Programs authorized by the Office of the Secretary of Defense (OSD) to approve Mentor-Protégé agreements (e.g., Military Department or 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 has previously received recognition**).
- Submits a nomination on time and in accordance with all directions in the Call for Nominations.

Nomination Procedures:

Nominations will be accepted from any of the following:

- Mentors
- Protégés



Department of Defense
Office of Small Business Programs



Call for Nominations

2012 Nunn-Perry Award

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 OSBP no later than 8 p.m. EST, November 15, 2011, in order to receive consideration for an award.

Please submit your nominations via **e-mail only** to: PublicRelationsMP@osd.mil and NunnPerry@triumph-enterprises.com (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 the nomination packet to: PublicRelationsMP@osd.mil and NunnPerry@triumph-enterprises.com or call (703) 682-7013.

Selection Procedures:

- All nominations, upon arrival, will be reviewed for compliance with the Eligibility Requirements and Nomination Procedures described above.
- Only those nominations determined compliant with these Eligibility Requirements and Nomination Procedures will be considered for a 2012 award.
- 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.
- 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 and present the awards to the awardees at the DoD Mentor-Protégé Conference, scheduled for **March 5-8, 2012**.

Submission Disqualifiers:

- **Coordination and/or review of the nomination content by the Military Service/ODA Program Managers before submitting to the DoD OSBP.**
- **Boilerplate, pre-created/standardized submissions are unacceptable.**
- **Non-adherence to requested format.**
- **Late submission.**
- **Attending any type of training on the Nunn-Perry awards or nomination process.**
- **Not including semi-annual reports or DCMA annual reports.**
- **Open investigations filed with the DoD Inspector General.**

2012 Nunn-Perry Award Nomination Package Template

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

Provide the Following: *(please enter Company name EXACTLY as you would like to see it engraved on the crystal award should your nomination be selected.)*

COMPANY INFORMATION

Mentor Firm

Company Name	
Company Address (City, State, Zip)	
Contact Name	
Title	
Telephone	
Fax	
Email Address	

Protégé Firm

Company Name	
Company Address (City, State, Zip)	
Contact Name	
Title	
Telephone	
Fax	
Email Address	

AGREEMENT INFORMATION

Period of Performance (covered by this nomination)	
Type of Agreement (Credit or Reimbursable)	
Sponsoring DoD Component (e.g., Army, Navy, Air Force)	
Name of Participating HBCU/MI, PTAC, and or SBDC	

Nominator's Name

Title

Telephone Number

Organization

E-mail Address

Nominator's Signature

Date

2012 Nunn-Perry Award Nomination Package Template

SPECIFIC INSTRUCTIONS

- A.** Complete the cover sheet above.
- B.** Complete a one-page Executive Summary including an:
- Explanation of the mentoring support involved in the mentor-protégé agreement; and
 - Acronym definition section.
- C.** Complete Factors A, B, C, D and E. See Paragraphs K and L below.
- D.** Provide support documentation for Protégé Growth factor:
- Copies of the relevant Semi-Annual Reports or DCMA Annual Reports (does not count toward the eleven page limit)
- E.** Nomination is not to exceed ELEVEN 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 must be unique.**
- F.** Word-processing instructions:
- Arial font, not smaller than 10 point;
 - Letter-sized pages with portrait orientation; and
 - Standard page-width text (i.e. no columns).
- G.** Prior to e-mail transmission, convert and merge the files into one 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: "*MENTOR NAME –PROTÉGÉ NAME – FY11 NUNN-PERRY AWARD NOMINATION*".
- I.** Please include in the email a brief transmittal statement including a Point of Contact.
- J.** Please attach only one nomination per email submission.

2012 Nunn-Perry Award Nomination Package Template

SPECIFIC INSTRUCTIONS (Con't)

- K.** Instructions for Factors A, B,D and E
- The purpose of these blocks is to describe how the mentor and protégé have demonstrated excellence in their relationship.
 - Bullet format is preferred in your response to each Factor criteria area.
 - Limit your responses to two 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, pictures, or video clips are cause for determining the nomination to be non-compliant.
 - All data included should be supported by Semi-Annual or DCMA Annual Reports submitted as part of this nomination and 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).
- L.** Instructions for Factor A
- The purpose of this Factor is to reflect the growth of the protégé. Please fill in all areas shaded in yellow on the worksheet located on the final page of the Nomination packet. The worksheet **MUST** be completed for the nomination to be considered for an award.
 - All data included should be supported by documents from the Semi-Annual or DCMA Annual Reports submitted as part of this nomination should be highlighted in **yellow**.
 - Only actual dollars obligated/funded/received from contract awards should be submitted (NOT estimated/awarded/expected amounts).
- M.** 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 that Factors C, D & E.
 - Factor D is more important than Factor E.
 - Only the most highly rated packages will be selected for a Nunn-Perry Award.

2012 Nunn-Perry Award 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).

Protégé Growth (contract & Subcontract awards)
Employee Growth Evidenced.
Protégé Prime Contract Growth Evidenced.
Protégé Subcontract Growth Evidenced.

Factor B - Protégé Development.

Protégé Development
Completion of technical/business infrastructure tasks.
Achievement of Technical Certifications (i.e. ISO, CMMI etc.).
Business Infrastructure Enhancements Validated.
Utilization of Technology Training Outside MP Agreement.

Factor C – Value of Technical Assistance supporting War-fighter and/or National Security.

Value Of Technical Assistance
Value added (new technology) support evidenced.
Value added (business infrastructure) support evidenced. (CREDIT AGREEMENTS ONLY).
Interoperable 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.

Program Management
Demonstrated Management Commitment.
Met Milestone Schedules.
Performance within costs - no overruns. (REIMBERSABLE AGREEMENTS ONLY).
New Business Teaming/Subcontract Relationships Evidenced.
Submission of Timely and Accurate Reports.

Factor E - Utilization of HBCU/MI, PTAC & SBDC.

Utilization of HBCU/MI, PTAC & SBDC
Commitment Evidenced.
Value Added Services Provided.
Level of Support is Primary to Completing Milestones.

NUNN-PERRY AWARD NOMINATION - 2012

Factor A - 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
	Full-Time Employee Growth					
	Expansion of Business Facilities (sf)					
	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 AWARD NOMINATION - 2012

Factor A - 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
	Full-Time Employee Growth					
	Expansion of Business Facilities (sf)					
	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		