

## **Excellence in BioPreferred® Procurement Awards for Fiscal Year 2018**

### **Purpose**

The “Excellence in BioPreferred® Awards” recognizes outstanding achievements in advancing the objectives of the Federal BioPreferred® Purchasing Preference Program. In Fiscal Year (FY) 2017, the Awards program was held within USDA. For FY 2018, the Awards program is being expanded to a federal-wide recognition program. Recognition categories include:

- Federal Acquisition Professionals
- Federal Program/Technical Professionals
- Federal Contractors

“Excellence in BioPreferred® Procurement Awards are determined annually by the USDA BioPreferred Program.

### **Program Authorities for the BioPreferred® Program**

Section 9002 of the Farm Security and Rural Investment Act of 2002 (FSRIA) (7 U.S.C. 8102) requires the Department of Agriculture (USDA) to develop and implement a biobased product procurement program designed to increase the purchase and use of biobased products. Also mandated in this legislation is an awards program for Federal employees “that use a substantial amount of biobased products.”

### **The BioPreferred® Program**

The purpose of the USDA BioPreferred® program is to promote the increased purchase and use of biobased products. The program is expected to promote U.S. economic development, creating new jobs particularly in manufacturing, and providing new markets for farm commodities. The BioPreferred® program has two major components: a federal Purchasing Preference program and a Voluntary Labeling initiative.

Detailed information on the BioPreferred® Program can be found on the USDA website at [www.biopreferred.gov](http://www.biopreferred.gov).

### **BioPreferred® Award Eligibility Requirements**

All federal employees may be considered for awards. It is expected that federal Acquisition Professionals, including Contracting Officers, as well as Program and Technical Professionals will find this award particularly applicable to their duties.

### ***Nomination Process:***

Nominations may be made for an individual or a group of individuals.

Individuals may nominate themselves or may be nominated by another Federal employee.

Nominations should be made based on a specific accomplishment or body of work related to the purchase and use of biobased products and/or contracting for the purchase and use of biobased products.

***Federal Employee Criteria***

Award decisions will be made based on significant contributions to the BioPreferred® program goals to promote U.S. economic development and to create U.S. jobs, particularly in manufacturing and throughout rural America, through the purchase and use of biobased products in categories designated by USDA.

Criteria for awards may include things such as:

- Demonstrable results in the purchase and use of biobased products that drive U.S. economic activity and U.S. jobs
- Models for acquiring, using, or validating biobased products that replace non-biobased products
- “Process” achievements such as including biobased products requirements in contracts resulting in the purchase of biobased products.
- Innovations that can serve as a model and/or be transferred readily to other processes, facilities, divisions, or sub-agencies
- Overcoming barriers that limit opportunities for incorporating biobased products in federal activities such as revising specifications to require biobased products.

***Federal Contractor Criteria***

Award decisions will be made based on significant contributions to the BioPreferred® program goals to promote U.S. economic development and to create U.S. jobs, particularly in manufacturing and throughout rural America, through the purchase and use of biobased products in categories designated by USDA.

- The purchase and use of biobased products that result in positive U.S. economic activity and U.S. jobs
- Best examples of acquiring, using, or validating biobased products that replace non-biobased products
- Innovations that can serve as a model and/or be transferred readily to other federal contractors are highly desirable.

## *Excellence in BioPreferred® Procurement Awards*

- Overcoming barriers to replacing biobased products with non-biobased products in the performance of federal contracts.

### **Review Process**

Annually, the BioPreferred Program will select three individuals who serve on a Review Board. At least one of the individuals on the Review Board will be from outside of the BioPreferred Program.

### **Process for Submitting Nominations**

The BioPreferred Program will issue a written call for nominees for the “Excellence in Preferred® Procurement Awards.” As part of that communication, a nomination electronic forms link will be provided.

Nominations may be no more than 2000 words.

For FY 2018, nominations must be received by July 31, 2018.

The Review Board will meet and will subsequently submit its recommendations for one or more awards to the Acting Assistant Secretary for Administration.

Award winners will be notified by letter from the BioPreferred Program by August 13, 2018 as summarized in the following table.

<b>Dates for FY 2018</b>	<b>Critical Award Event</b>
By June 22, 2018	Announcement of Awards. Forms Posted
June 22 – July 20	Ongoing federal-wide marketing of Award program
Friday, July 20, 2018	Deadline for Submission
Monday July 30, 2018	Awards Decision by Review Team
Monday, August 13, 2018	Awards Announced
Tuesday, August 31, 2018	Press release and success story posted on BioPreferred website

### **Awards Winners**

Award winners will receive an award plaque and will be celebrated in a press release/media coverage. In addition, the award winner’s accomplishments will be featured in a success story that will be featured on the USDA BioPreferred® website.

**Attachments**

**Attachment 1 – Sample Letter from the USDA BioPreferred Program**

**Attachment 2 – Sample Nomination Instructions**

**Attachment 3 – Sample Award Form**

**Attachment 1: Sample Text for Email to Division Heads from the BioPreferred Program:  
Announcing the “Excellence in BioPreferred® Procurement Awards”**

Date:

To: Departmental Management Division Heads  
Federal Contractors  
*(copy of letter on Departmental Management and BioPreferred websites)*  
From: USDA BioPreferred Program

Subject: **Excellence in BioPreferred® Procurement Awards for Fiscal Year 2018**

The "Excellence in BioPreferred® Procurement Awards" is an annual program which recognizes outstanding achievements by federal employees and federal contractors in advancing the objectives of the Federal BioPreferred Federal Purchasing program.

The purpose of the USDA BioPreferred® program is to promote the increased purchase and use of biobased products. The program promotes U.S. economic development, creating new jobs, enhancing rural America and U.S. manufacturing, and provides new markets for farm commodities.

The BioPreferred program has two major components: Federal Purchasing Preference and Voluntary Labeling initiatives.

Award decisions will be made based on significant contributions to the Federal BioPreferred program goals as they relate to the purchase or contracting for purchase of BioPreferred® products from USDA designated categories.

You are invited to submit your nominations for this award. **The deadline for nominations is Friday, July 20<sup>th</sup>, 2018.** The information, instructions and nomination forms for this Awards program may be accessed via the USDA BioPreferred® website at [www.biopreferred.gov](http://www.biopreferred.gov). Questions about this Awards program should be referred to Vernell Thompson at [Vernell.Thompson@usda.dm.gov](mailto:Vernell.Thompson@usda.dm.gov).

Thank you for your anticipated submissions!

**Attachment 2: Nomination Instructions for the FY 2018 “Excellence in BioPreferred® Procurement Awards”**

The "Excellence in BioPreferred® Procurement Award" recognizes outstanding achievements by federal employees and federal contractors in advancing the objectives of the Federal BioPreferred Purchasing Preference program.

**Nominations must be received by the BioPreferred Program by Friday, July 20<sup>th</sup>, 2018.**

The Nomination Form form can be accessed at [INSERT LINK](#)

There are four sections to the “Excellence in BioPreferred Procurement Award Nomination Form.”

- Section A, *Individuals Being Nominated*, lists the individuals nominated to receive the Award along with their identifying information.
- Section B, *Summary Justification for Award*, may be a maximum of 150 words and provides a summary description of the reason for the Award nomination. This section should describe the nomination in terms of the significant contribution made to the Federal BioPreferred program goals relating to the purchase or contracting for purchase of BioPreferred in categories designated by USDA.
- Section C, *Award Justification Details* may be up to 2,000 words and gives a detailed description describing the achievement or achievements justifying the nomination. (This information will be used in generating the press release for award winners).
- Section D, *Attachments*, allows the insertion of up to 4 pages of graphics, photographs, illustrations, etc. Graphical attachments must be in jpeg format.

**Attachment 3: Nomination Form for the 2018 “Excellence in BioPreferred Procurement Award”**

**“EXCELLENCE IN BIOPREFERRED PROCUREMENT AWARD”  
NOMINATION FORM for FY 2018 FOR FEDERAL EMPLOYEES**

**Section A: Individuals Being Nominated**

*If this award nomination is for a team of individuals within the federal government, complete one of these boxes for each individual. If a single individual is being nominated, complete the first box below.*

<b>Federal Employee</b>	
<b>Name</b> <i>(Last, First Middle)</i> _____	<b>Phone</b> _____
<b>Position Title</b> _____	<b>Email</b> _____
<b>Division</b> _____	

<b>Federal Employee</b>	
<b>Name</b> <i>(Last, First Middle)</i> _____	<b>Phone</b> _____
<b>Position Title</b> _____	<b>Email</b> _____
<b>Division</b> _____	

<b>Federal Employee</b>	
<b>Name</b> <i>(Last, First Middle)</i> _____	<b>Phone</b> _____
<b>Position Title</b> _____	<b>Email</b> _____
<b>Division</b> _____	

<b>Federal Employee</b>	
<b>Name</b> <i>(Last, First Middle)</i> _____	<b>Phone</b> _____
<b>Position Title</b> _____	<b>Email</b> _____
<b>Division</b> _____	

Individual Making Nomination \_\_\_\_\_

Title of Individual Making Nomination \_\_\_\_\_

**“EXCELLENCE IN BIOPREFERRED PROCUREMENT AWARD”  
NOMINATION FORM for FY 2018 FOR FEDERAL CONTRACTORS**

**Section A: Federal Contractor Being Nominated**

*This award nomination is for federal Contractor.*

<b>Federal Contractor</b>
<b>Contractor Organization</b> _____ <b>Division if Applicable</b> _____
<b>Under Contract with Which Federal Sub-Agency(ies)</b> _____
<b>Address of Contractor</b> _____
_____

<b>Federal Contractor Point of Contact</b>
<b>Name</b> ( <i>Last, First, Middle</i> ) _____ <b>Phone</b> _____
<b>Position Title</b> _____ <b>Email</b> _____

<b>Federal Contracting Officer Associated with Contract</b>
<b>Name</b> ( <i>Last, First, Middle</i> ) _____ <b>Phone</b> _____
<b>Position Title</b> _____ <b>Email</b> _____

<b>Federal Technical or Program Point of Contact</b>
<b>Name</b> ( <i>Last, First, Middle</i> ) _____ <b>Phone</b> _____
<b>Position Title</b> _____ <b>Email</b> _____
<b>Federal Sub-Agency</b> _____

**Section B: Summary Justification for Award**

*Summarize the nomination in terms of the significant contribution made to the Federal BioPreferred program goals relating to the purchase or contracting for purchase of BioPreferred and other biobased products. Maximum of 150 words.*

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**Section C: Award Justification Detail**

*Provide detailed justification for the nomination. Maximum of 2,000 words.*

**Section D: Attachments**

*Provide photographs, diagrams, graphics or other illustrations that will assist Review Board in reviewing the nomination. All attachments must be in jpeg format and attached here. Maximum of 4 pages.*