

Penn Local Economic Impact Award

NOMINATION GUIDELINES

PURPOSE OF AWARD:

This award recognizes individuals and/or teams that drive intentional impact in the area of local procurement.

NOMINATION SUBMITTAL PROCESS:

Nominations for the **Penn Local Economic Impact Award** are due no later than Friday, September 18, 2025 for contributions made during the previous fiscal year (July 1, 2025 - June 30, 2026.)

Nomination packet *must* include:

- ❖ The name, current title, current work address, current phone number and email address of the individual. In the case of a team being nominated, include this information for each person being put forth for nomination.
- ❖ The name, current title, current work address, current phone number and email address of the nominator.
- ❖ A description of the initiative and the individual/team's role
- ❖ An explanation of how the individual/initiative took an intentional approach to drive meaningful impact in the area of local procurement
- ❖ Metrics that demonstrate the initiative's impact on diverse spend
- ❖ A letter from each individual's supervisor (or a team's supervisor if several or all report to one manager) that states the following:
 - The individual participated in the achievement, and
 - Being nominated for this honor is appropriate for the individual.
- ❖ At least one (1) University reference letter that:
 - Attests to the initiative and its outcome
 - Explains how the achievement surpasses job assignment and performance expectations, and
 - Demonstrates how the achievement advanced one or more of the University's Local Procurement objectives.

NOMINATION SELECTION:

The Selection Committee¹ will be comprised of leadership from:

- Procurement Services
- Office of Government & Community Affairs

NOMINATION PRESENTATION:

Awards will be presented to the winners at the annual Penn Local Business Exchange.

- ❖ Up to two individuals or small groups will be awarded
- ❖ A physical award that will be visually representative of intentional, impactful local procurement will be issued
- ❖ The Procurement Services team will offer to re-present the award(s) at a forum within the School/Center of the winner

NOMINATION MATERIALS (INCLUDING REFERENCES) OR SHOULD BE SENT TO:

Penn Local Economic Inclusion Impact Award – Local Business@pobox.upenn.edu

(Questions may also be directed to this email address)

¹ – committee members shall recuse themselves from eligibility.