2015 Excellence in Supplier Diversity Awards Handbook

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Disclaimer: WRMSDC reserves the right to re-categorize applicants if necessary.

WRMSDC Awards

About the Excellence in Supplier Diversity Awards
WRMSDC’s Awards celebrate the best minority suppliers and Corporate Members in Northern California, Nevada, and Hawai‘i. This year, we will recognize a total of 4 minority suppliers and 7 Corporate Member award winners.

Eligibility
Only WRMSDC Certified Minority-owned Business Enterprises (MBEs) are eligible to compete for our 4 minority supplier awards. MBEs are minority-owned companies that function as suppliers to Corporate Members. Examples of MBEs: Way To Be Designs; MBE Magazine; ATR International.

Only Local Corporate Members and National (NMSDC) Corporate Members are eligible to compete for our 7 Corporate Member Awards. Corporate Members are companies in the National or Local Minority Supplier Development Council network that are looking to do business with MBEs; they typically function as buyers. Examples of Corporate Members: MUFG Union Bank, N.A.; Kaiser Permanente; Wells Fargo; Pacific Gas and Electric Company.

Selection Process
Award applications will be judged based on the criteria for each award category. Winners will be determined by a panel of anonymous judges, selected for their experience, participation with WRMSDC, and their knowledge of Supplier Diversity, among other factors. All judges are required to sign Confidentiality Agreements.

Award Winner Announcement
Award Winners will be announced on Friday, May 8, 2015, at “The Reflect | Envision Gala” at the Westin St. Francis in San Francisco, California.

Award Guidelines Cont’d on Next Page
# Award Deadlines

Abbreviation used below: Minority-owned Business Enterprise (MBE)

<table>
<thead>
<tr>
<th>Item</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Make Your Award Application Stand Out</strong> (seminar for MBEs)</td>
<td><strong>Tuesday, February 10, 12:30 p.m. to 2:00 p.m. PST</strong>&lt;br&gt;Attendance Options: In-person or via Web-Ex – Registration Coming Soon!</td>
</tr>
<tr>
<td>This seminar is for MBEs interested in applying for the Supplier of the Year Award and will teach them how to create a competitive application, what documents to include, how to respond to essay questions, and more. Presenters: MBE Magazine &amp; ATR International.</td>
<td></td>
</tr>
<tr>
<td><strong>Supplier of the Year</strong> <strong>Online Nomination Form Due</strong> (&lt;a&gt;click here for form&lt;/a&gt;)</td>
<td><strong>Monday, February 23, 5:00 p.m. PST</strong></td>
</tr>
<tr>
<td>In order for an MBE to apply for Supplier of the Year, the MBE must be nominated by a Corporate Member.</td>
<td></td>
</tr>
<tr>
<td>Corporate Members* &lt;i&gt;must&lt;/i&gt; complete &lt;a&gt;this online nomination form&lt;/a&gt; to nominate an MBE, in addition to submitting a letter of recommendation (referenced below).</td>
<td></td>
</tr>
<tr>
<td><strong>Supplier of the Year</strong> <strong>Letter of Recommendation Due</strong></td>
<td><strong>Friday, March 6, 5:00 p.m. PST</strong></td>
</tr>
<tr>
<td>In order for an MBE to apply for Supplier of the Year, a Corporate Member* &lt;i&gt;must&lt;/i&gt; submit a Letter of Recommendation on company letterhead. Letters of Recommendation must address &lt;a&gt;NMSDC’s selection criteria&lt;/a&gt;.</td>
<td></td>
</tr>
<tr>
<td>Note: MBEs may include multiple Letters of Recommendation from Corporate Members in their Supplier of the Year Application, but 1 primary Corporate Member must serve as the MBE’s official Corporate Nominator.</td>
<td></td>
</tr>
<tr>
<td><strong>Corporate Award</strong> <strong>Letter of Recommendation Due</strong></td>
<td><strong>Friday, March 6, 5:00 p.m. PST</strong></td>
</tr>
<tr>
<td>“Corporate Awards” are considered the awards for Corporate Buyer of the Year, Corporation of the Year, Executive of the Year, MBE Choice, Sourcing Manager of the Year, Supplier Diversity Leader of the Year, and Utility Corporation of the Year.</td>
<td></td>
</tr>
<tr>
<td>Corporate Award Letters of Recommendation are not mandatory and can be submitted by Corporate Members (as self-nominations) or MBEs.</td>
<td></td>
</tr>
<tr>
<td><strong>Supplier of the Year &amp; Corporate Member Award</strong> <strong>Applications Due</strong></td>
<td><strong>Monday, March 23, 5:00 p.m. PST</strong>&lt;br&gt;&lt;i&gt;All applications are electronic and &lt;b&gt;must be received with this timestamp&lt;/b&gt;.**</td>
</tr>
<tr>
<td><strong>MBE Choice (a Corporate Member Award) Voting Process</strong></td>
<td><strong>Voting Opens:</strong> <strong>Tuesday, March 31</strong>&lt;br&gt;<strong>Voting Closes:</strong> <strong>Thursday, April 9, 5:00 p.m. PST</strong></td>
</tr>
<tr>
<td>Only MBEs are permitted to vote for Corporate Member candidates.</td>
<td></td>
</tr>
<tr>
<td><strong>All Award Winners Announced</strong></td>
<td><strong>Friday, May 8, at the Gala</strong></td>
</tr>
</tbody>
</table>

*Corporate Members are NOT MBEs. Corporate Members are companies in the WRMSDC network that are looking to do business with MBEs; they are typically buyers, while MBEs function as suppliers. Examples of Corporate Members include MUFG Union Bank, N.A.; Kaiser Permanente; Wells Fargo; and Pacific Gas and Electric Company.
List of MBE Awards
Please note that WRMSDC reserves the right to re-categorize applicants if necessary.

Minority Business Enterprise (MBE) Award Categories
Supplier of the Year Awards are given to MBEs that demonstrate excellence in their services and products and show growth in sales and job creation.

**Supplier of the Year (Class 1)**
Awarded to a Certified MBE with annual sales less than $1 million.

**Supplier of the Year (Class 2)**
Awarded to a Certified MBE with annual sales between $1 million and $10 million.

**Supplier of the Year (Class 3)**
Awarded to a Certified MBE with annual sales between $10 million and $50 million.

**Supplier of the Year (Class 4)**
Awarded to a Certified MBE with annual sales greater than $50 million.

Eligibility

Only WRMSDC Certified Minority-owned Business Enterprises (MBEs), including MBEs that hold Subscription Services with WRMSDC, are eligible to compete for our 4 minority supplier awards. MBEs are minority-owned companies that function as suppliers to Corporate Members. Examples of MBEs: Way To Be Designs; MBE Magazine; ATR International.

**Click here for WRMSDC’s Supplier of the Year Guide.**
The guide contains everything you need to know about applying for the Supplier of the Year Award and also contains links to the application forms from National.

Award Guidelines Cont’d on Next Page
List of Corporate Member Awards

Please note that WRMSDC reserves the right to re-categorize applicants if necessary.

Corporate Member Award Categories for Companies

Corporation of the Year

Corporate Members may NOT apply for the Corporation of the Year Award IF they are eligible to apply for Utility Corporation of the Year (see the Utility award category for details).

Corporation of the Year is awarded to a Local or National Corporate Member that has been actively engaged with both WRMSDC and Certified MBEs and that has consistently demonstrated commitment to minority business development and inclusion through minority purchases, technical and managerial assistance, and/or sponsorships to minority firms and programs. WRMSDC may break this award into 2 tiers (with 2 winners), depending on the revenue size of applicants.

Utility Corporation of the Year

Corporate Members are eligible to apply for Utility Corporation of the Year if they are governed by or report to the CPUC or the State of Nevada PUC (the Corporate Member applicant must be listed on either the CPUC or the State of Nevada PUC website). Examples of qualifying companies: AT&T; PG&E; San Jose Water; Southwest Gas; Comcast. This award is given to a telecom, utility, water, or cable entity that is a Local or National Corporate Member and is either governed by or reports to the CPUC or the State of Nevada PUC. Applicants should be actively engaged with both WRMSDC and Certified MBEs and consistently demonstrate commitment to minority business development and inclusion through minority purchases, technical and managerial assistance, and/or sponsorships to minority firms and programs.

MBE Choice

Awarded to a Local or National Corporate Member that has demonstrated commitment to MBEs through aggressive programs and the perpetuation of procurement opportunities for MBEs. The MBE community chooses the winner.

Corporate Member Award Categories for Individuals

Eligibility: To compete, reps must be employed by a Local or National Corporate Member.

Corporate Buyer of the Year

Awarded to a corporate buyer or procurement specialist who is a champion of minority supplier inclusion within his/her company. Corporate buyers are responsible for the creation of purchase orders, spot buys, and issuing procurement instruments typically less than a year in term.

Executive of the Year

Awarded to a CEO, President, or Senior-Level Executive of a corporation or government entity. The criteria include evidence of support of a corporate-wide minority business development program through an executive directive and/or policy statement, company participation with the National Office (NMSDC) or WRMSDC, and executive support of WRMSDC through workshops, events, and/or conferences. Executive applicants should not be working within their corporation’s Supplier Diversity program (Supplier Diversity Executives should apply for Supplier Diversity Leader of the Year).

Sourcing Manager of the Year

Awarded to a corporate sourcing manager or purchasing manager who is a champion of minority supplier inclusion within his/her company. Sourcing managers are responsible for planning and negotiating longer-term contracts and work with cross-functional teams and suppliers to develop and manage cost reduction programs, new product introduction, and sourcing alternatives.

Supplier Diversity Leader of the Year

Awarded to a Supplier Diversity professional (Executive, Director, Manager, Coordinator, Specialist, etc.) who has made a significant impact on the development of corporate Supplier Diversity operations, promoted diversity in the supplier chain, and demonstrated a history of involvement with WRMSDC and certified MBEs.
MBE Supplier of the Year Application Details

Click here for WRMSDC’s Supplier of the Year Guide.
The guide contains everything you need to know about applying for the Supplier of the Year Award and also contains all the application forms from National.

Award Description
Awarded to one (1) certified Minority-owned Business Enterprise (MBE) in each Class that has demonstrated excellence in its services and products and shown growth in sales and job creation.

CLASS 1: Annual sales less than $1 million
CLASS 2: Annual sales between $1 million and $10 million
CLASS 3: Annual sales between $10 million and $50 million
CLASS 4: Annual sales greater than $50 million

Eligibility
Only Certified WRMSDC Minority Business Enterprises (MBEs) are eligible to compete (this includes Subscription Service MBEs). MBEs must be officially nominated by a Local or National Corporate Member in good standing. National Supplier of the Year winners are not eligible for consideration in the same class for 5 years.

Tip
Don’t be afraid to ask Corporate Members (your corporate clients) to nominate you for the Supplier of the Year Award. To nominate you, they will need to fill out this online nomination form and submit a Letter of Recommendation on company letterhead addressing National’s Selection Criteria. Click here for more tips.

Nomination, Application, & Submission Process

NOMINATION Process
Each MBE applicant must be nominated by a Local or National Corporate Member. Corporate Members may nominate up to 3 MBEs per Class.

Corporate Members must follow these steps to nominate a WRMSDC MBE for this award:

1. Fill out the online nomination form (click here) – due Monday, February 23, 5:00 p.m. PST
2. Email a Letter of Recommendation on your company’s letterhead for each nominee (letter must be typed) – due to awards@wrmsdc.org by Friday, March 6, 5:00 p.m. PST, or sooner to provide MBEs with the maximum opportunity to prepare their applications
   a. Your Letter of Recommendation must address National’s Selection Criteria.
   b. Please note that your Letter of Recommendation will be sent to the MBE to include in their application and that it will represent you and WRMSDC in the Local competition and, potentially, in the Regional and National competitions as well.

– MBE Supplier of the Year Application Details Cont’d –
APPLICATION

MBEs: If a Corporate Member nominates you, WRMSDC will alert you via email; keep in mind that you can ask Corporate Members to nominate you (click here for tips).

Your Supplier of the Year application **MUST** include the following:

1. **Supplier of the Year Application Form** – [click here].
2. **Corporate Nomination Worksheet** – [click here]. WRMSDC will email you the information (from your Corporate Member Nominator) that you will use to fill out this form.
3. **Letter of Recommendation**: the Corporate Member nominating you must also provide a Letter of Recommendation on company letterhead. Please note that strong applications include multiple letters of support and recommendation from Corporate Members and clients. It is your responsibility to secure these letters from Corporate Members (read our [Tips for Securing a Letter of Recommendation from a Corporate Member]). WRMSDC will notify you if we receive any Letters of Recommendation for your company and will email you a copy to include in your application.
5. Any applicable supporting documents.

Please come to our “Make Your Award Application Stand Out” seminar (date and presenter TBD) to see examples of past award winning applications and get hands-on instruction from former Regional and National award winners!

SUBMISSION PROCESS

You must submit your completed electronic application by **Monday, March 23, 5:00 p.m. PST** via email to awards@wrmsdc.org:

- Only **electronic applications** will be accepted.
- Your application must be in PDF format.
- You may **NOT** include videos but may link to videos within your application if you choose.
- Hard copy applications will not be considered; only electronic submissions are permitted.
- The subject line must be “[your company name] Supplier of the Year, Class [1, 2, 3, or 4] Award Application.”

SPECIAL NOTE

If you win the Local Supplier of the Year Award competition, you will be eligible to compete in the Regional Supplier of the Year Award competition. Please note that Regional award applications will be due to WRMSDC one week after our Local winners are announced, so please either be prepared to turnaround your Regional application quickly or create your Local application with the Regional competition in mind.

[Click here](#) for more information on the Local versus Regional Supplier of the Year Awards competition.

*Award Guidelines Cont’d on Next Page*
Corporation of the Year Application Details
Only Local & National Corporate Members are eligible to compete

Award Description
Corporation of the Year is awarded to a Local or National Corporate Member that has been actively engaged with both WRMSDC and Certified MBEs and that has consistently demonstrated commitment to minority business development and inclusion through minority purchases, technical and managerial assistance, and/or sponsorships to minority firms and programs. WRMSDC may break this award into 2 tiers (with 2 winners), depending on the revenue size of applicants.

Eligibility
Local WRMSDC Corporate Members and National Corporate Members are eligible to compete (note: companies do not need to be nominated to compete and can therefore self-nominate). However, only National Corporate Members may be submitted to the National Office for consideration for the National Corporation of the Year Award. Corporate Members may NOT apply for the Corporation of the Year Award IF they are eligible to apply for Utility Corporation of the Year (see the Utility award category for details).

Application Deadline
Monday, March 23, 5:00 p.m. PST

Application
Your Corporation of the Year application should include the following:

1. Corporation of the Year Application form (required) – click here for the form
   a. All forms and associated documents must be typed.
   b. Please include typed responses to each question on the form.
   c. Be mindful of the points allocated to each section (see form).
2. Cover Letter (suggested): You may choose to include a cover letter from your company’s CEO, Executive Staff, or Supplier Diversity Leadership presenting your company as an ideal candidate for Corporation of the Year.
3. Letter of Recommendation (suggested): While a Letter of Recommendation is not required, strong applications include multiple Letters of Recommendation from MBE suppliers, strategic alliance partners, and associates addressing your company’s commitment (specifically in Northern California, Nevada, and Hawai‘i) to Supplier Diversity, minority business development, diverse supplier outreach, and community involvement, among other topics. If WRMSDC receives a Letter of Recommendation for your company, we will email you a copy for inclusion in your application.
4. Supporting Documents & Materials (suggested): You may include any relevant supporting materials that illustrate why your company should be chosen as Corporation of the Year.

All of the above must be submitted electronically as ONE PDF that includes ALL DOCUMENTS (please do not submit multiple attachments). We will not accept hard copy/physical applications.

Submission Process
You must submit your completed application by Monday, March 23, at 5:00 p.m. PST via email:

- Please email your application to awards@wrmsdc.org. You must submit ONE PDF that includes ALL DOCUMENTS (do not submit multiple attachments).
- The email subject line must be “[your company name] Corporation of the Year Award Application”

Click here for tips on how to prepare a competitive electronic application.
Utility Corporation of the Year Application Details
Only Local & National Corporate Members are eligible to compete

Award Description
This award is given to a telecom, utility, water, or cable entity that is a Local or National Member and is either governed by or reports to the CPUC or the State of Nevada PUC. Applicants should be actively engaged with both WRMSDC and Certified MBEs and consistently demonstrate commitment to minority business development and inclusion through minority purchases, technical and managerial assistance, and/or sponsorships to minority firms and programs.

Eligibility
Local Utility WRMSDC Corporate Members and Utility National (NMSDC) Corporate Members are eligible to compete (note: companies do not need to be nominated to compete and can therefore self-nominate). However, only National Corporate Member Winners may be submitted to the National Office for consideration for the National Corporation of the Year Award. Corporate Members are eligible to apply for Utility Corporation of the Year if they are governed by or report to the CPUC or the State of Nevada PUC (the Corporate Member applicant must be listed on either the CPUC or the State of Nevada PUC website). Examples of qualifying companies: AT&T; PG&E; San Jose Water; Southwest Gas; Comcast.

Application Deadline
Monday, March 23, 5:00 p.m. PST

Application
Your Utility Corporation of the Year application should include the following:

1. **Utility Corporation of the Year Application form (required)** – [click here](#) for the form
   a. All forms and associated documents must be typed.
   b. Please include typed responses to each question on the form.
   c. Be mindful of the points allocated to each section (see form).

2. **Cover Letter (suggested)**: You may choose to include a cover letter from your company’s CEO, Executive Staff, or Supplier Diversity Leadership presenting your company as an ideal candidate for Utility Corporation of the Year.

3. **Letter of Recommendation (suggested)**: While a Letter of Recommendation is not required, strong applications include multiple Letters of Recommendation from MBE suppliers, strategic alliance partners, and associates addressing your company’s commitment (specifically in Northern California, Nevada, and Hawai’i) to Supplier Diversity, minority business development, diverse supplier outreach, and community involvement, among other topics. If WRMSDC receives a Letter of Recommendation for your company, we will email you a copy for inclusion in your application.

4. **Supporting Documents & Materials (suggested)**: You may include any relevant supporting materials that illustrate why your company should be chosen as Utility Corporation of the Year.

All of the above must be submitted electronically as ONE PDF that includes ALL DOCUMENTS (please do not submit multiple attachments). We will not accept hard copy/physical applications.

Submission Process
You must submit your completed application by Monday, March 23, at 5:00 p.m. PST via email:

- Please email your application to [awards@wrmsdc.org](mailto:awards@wrmsdc.org). You must submit ONE PDF that includes ALL DOCUMENTS (do not submit multiple attachments).
- The email subject line must be “[your company name] Utility Corporation of the Year Award Application.”

[Click here](#) for tips on how to prepare a competitive electronic application.
MBE Choice Application Details
Only Local & National Corporate Members are eligible to compete

Award Description
Awarded to a Corporate Member that has demonstrated commitment to MBEs through aggressive programs and the perpetuation of procurement opportunities for minority suppliers. This award is for a company rather than an individual, and the winner is chosen by the MBE community based on industry leadership in Supplier Diversity.

Eligibility
Any local WRMSDC Corporate Member or National Corporate Member is eligible to compete. Note: companies do not need to be nominated to compete and can therefore self-nominate.

Timeline
Application Due: Monday, March 23, 5:00 p.m. PST
Online Voting Opens: Tuesday, March 31 (only Certified MBEs may vote)
Online Voting Closes: Thursday, April 9, 5:00 p.m. PST

Application
Your MBE Choice application must consist of the following:
1. MBE Choice Award Application form (required) – click here for the form
   a. All forms and associated documents must be typed
2. A brief statement of no more than 400 words addressing the following (required):
   a. Company Supplier Diversity history – this can include achievements, awards, programs and initiatives, etc.
   b. Involvement with WRMSDC and/or our MBEs in 2014 – this can include outreach, procurement, events, etc.
   c. Supplier Diversity goals met or exceeded in 2014.
   d. Supplier Diversity goals and initiatives for 2015.

Your statement should be presented in Microsoft Word, Times New Roman, 12pt font, and should be written with WRMSDC MBEs in mind, as they will be responsible for selecting the winner. Statements that exceed the maximum word count will be cut off at 400 words. Please do not include photos or confidential information (your statement will be viewed by the WRMSDC MBE community).

Submission Process
You must submit your completed application (2 attachments: form and statement) by Monday, March 23, at 5:00 p.m. PST via email to awards@wrmsdc.org. Hard copy applications will not be considered. The email subject line must be “[your company name] MBE Choice Award Application.”

Award Guidelines Cont’d on Next Page
Corporate Buyer of the Year Application Details

Only individuals employed by Local & National Corporate Members are eligible to compete

Award Description

Awarded to a corporate buyer or procurement specialist who is a champion of minority supplier inclusion within his/her company. Corporate buyers are responsible for the creation of purchase orders, spot buys, and issuing procurement instruments typically less than a year in term.

Eligibility

Corporate buyers and procurement specialists must be employed by a Local or National (NMSDC) Corporate Member to compete. Applicants do not need to be nominated to compete and can therefore self-nominate.

Application Deadline

Monday, March 23, 5:00 p.m. PST

Application

Your Corporate Buyer of the Year application should include the following:

1. Corporate Buyer of the Year Application form (required) – [click here](#) for the form
   a. All forms and associated documents must be typed.
   b. Please include typed responses to each question on the form.
   c. Be mindful of the points allocated to each section (see form).

2. Cover Letter (suggested): You may choose to include a cover letter presenting the applicant as an ideal candidate for Corporate Buyer of the Year.

3. Letter of Recommendation (suggested): While a Letter of Recommendation is not required, strong applications include multiple Letters of Recommendation from colleagues (including Supplier Diversity professionals), MBE suppliers, and associates addressing the applicant’s participation in buyer events focused on diverse spend, outreach to WRMSDC MBEs, Council involvement, and the applicant’s commitment to minority supplier inclusion in the procurement process (specifically in Northern California, Nevada, and Hawai’i), among other topics.

4. Supporting Documents & Materials (suggested): Applicants may include any relevant supporting materials that illustrate why they should be chosen as Corporate Buyer of the Year.

All of the above must be submitted as ONE PDF that includes ALL DOCUMENTS (please do not submit multiple attachments). We will not accept hard copy/physical applications.

Submission Process

You must submit your completed application by Monday, March 23, 5:00 p.m. PST via email:

- Please email your application to [awards@wrmsdc.org](mailto:awards@wrmsdc.org). You must submit ONE PDF that includes ALL DOCUMENTS (do not submit multiple attachments).
- Email subject line must be “[applicant’s name] Corporate Buyer of the Year Award Application.”

[Click here](#) for tips on how to prepare a competitive electronic application.
Executive of the Year Application Details
Only individuals employed by Local & National Corporate Members are eligible to compete

Award Description
Awarded to a CEO, President, or Senior-Level Executive of a corporation or government entity that is a current Corporate Member of WRMSDC or NMSDC. The criteria include evidence of support of a corporate-wide minority business development program through an executive directive and/or policy statement, company participation with the National Office (NMSDC) or WRMSDC, and executive support of WRMSDC through workshops, events, and/or conferences.

Eligibility
Executives must be employed by a Local or National Corporate Member to compete. Applicants do not need to be nominated to compete and can therefore self-nominate. Corporate Members: Please pay particular attention to the difference between Executive of the Year and Supplier Diversity Leader of the Year, and be sure to apply for the most relevant category. Executive applicants should not be working within their corporation’s Supplier Diversity program (Supplier Diversity Executives should apply for Supplier Diversity Leader of the Year).

Application Deadline
Monday, March 23, 5:00 p.m. PST

Application
Your Executive of the Year application should include the following:

1. Executive of the Year Application form (required) – click here for the form
   a. All forms and associated documents must be typed.
   b. Please include typed responses to each question on the form.
   c. Be mindful of the points allocated to each section (see form).

2. Cover Letter (suggested): You may choose to include a cover letter presenting the applicant as an ideal candidate for Executive of the Year.

3. Letter of Recommendation (suggested): While a Letter of Recommendation is not required, strong applications include multiple Letters of Recommendation from colleagues, MBE suppliers, and associates addressing the applicant’s support (specifically in Northern California, Nevada, and Hawai‘i) of a minority business development program in their company, executive commitment to minority business inclusion in the procurement chain, and outreach activities to WRMSDC MBEs, among other topics. If WRMSDC receives a Letter of Recommendation for you, we will email you a copy for inclusion in your application.

4. Supporting Documents & Materials (suggested): Applicants may include any relevant supporting materials that illustrate why they should be chosen as Executive of the Year.

All of the above must be submitted as ONE PDF that includes ALL DOCUMENTS (please do not submit multiple attachments). We will not accept hard copy/physical applications.

Submission Process
You must submit your completed application by Monday, March 23, 5:00 p.m. PST via email:

- Please email your application to awards@wrmsdc.org. You must submit ONE PDF that includes ALL DOCUMENTS (do not submit multiple attachments).
- The email subject line must be “[applicant’s name] Executive of the Year Award Application.”

Click here for tips on how to prepare a competitive electronic application.
Sourcing Manager of the Year Application Details
Only individuals employed by Local & National Corporate Members are eligible to compete

Award Description
Awarded to a corporate sourcing manager or purchasing manager who is a champion of minority supplier inclusion within his/her company. Sourcing managers are responsible for planning and negotiating longer-term contracts and work with cross-functional teams and suppliers to develop and manage cost reduction programs, new product introduction, and sourcing alternatives.

Eligibility
Sourcing/Procurement managers must be employed by a Local or National Corporate Member to compete. Applicants do not need to be nominated to compete and can therefore self-nominate.

Application Deadline
Monday, March 23, 5:00 p.m. PST

Application
Your Sourcing Manager of the Year application should include the following:
1. **Sourcing Manager of the Year Application form (required) – [click here](#) for the form**
   a. All forms and associated documents must be typed.
   b. Please include typed responses to each question on the form.
   c. Be mindful of the points allocated to each section (see form).
2. **Cover Letter (suggested):** You may choose to include a cover letter presenting the applicant as an ideal candidate for Sourcing Manager of the Year.
3. **Letter of Recommendation (suggested):** While a Letter of Recommendation is not required, strong applications include multiple Letters of Recommendation from colleagues, MBE suppliers, and associates addressing your commitment to promoting minority participation in the procurement process, your diverse supplier outreach to WRMSDC MBEs, and the leadership you provide to your sourcing team in the area of minority supplier inclusion (specifically in Northern California, Nevada, and Hawai‘i), among other topics. If WRMSDC receives a Letter of Recommendation for you, we will email you a copy for inclusion in your application.
4. **Supporting Documents & Materials (suggested):** Applicants may include any relevant supporting materials that illustrate why they should be chosen as Sourcing Manager of the Year.

All of the above must be submitted as ONE PDF that includes ALL DOCUMENTS (please do not submit multiple attachments). We will not accept hard copy/physical applications.

Submission Process
You must submit your completed application by **Monday, March 23, 5:00 p.m. PST** via email:

- Please email your application to awards@wrmsdc.org. You must submit ONE PDF that includes ALL DOCUMENTS (do not submit multiple attachments).
- The email subject line must be “[applicant’s name] Sourcing Manager of the Year Award Application.”

[Click here](#) for tips on how to prepare a competitive electronic application.
Supplier Diversity Leader of the Year Application Details
Only individuals employed by Local & National Corporate Members are eligible to compete

Award Description
Awarded to a Supplier Diversity professional (Executive, Director, Manager, Coordinator, Specialist, etc.) who has made a significant impact on the development of corporate Supplier Diversity operations, promoted diversity in the supplier chain, and demonstrated a history of involvement with WRMSDC and certified MBEs.

Application Deadline
Monday, March 23, 5:00 p.m. PST

Eligibility
Applicants must be employed by a Local or National Corporate Member to compete. Applicants do not need to be nominated to compete and can therefore self-nominate. Corporate Members: Please pay particular attention to the difference between Executive of the Year and Supplier Diversity Leader of the Year, and be sure to apply for the most relevant category. Supplier Diversity Executives should apply for Supplier Diversity Leader of the Year; Executives not working within Supplier Diversity should apply for the Executive of the Year Award.

Application
Your Supplier Diversity Leader of the Year application should include the following:

1. **Supplier Diversity Leader of the Year Application form (required)** – click here for the form
   a. All forms and associated documents must be typed.
   b. Please include typed responses to each question on the form.
   c. Be mindful of the points allocated to each section (see form).

2. **Cover Letter (suggested)**: You may choose to include a cover letter presenting the applicant as an ideal candidate for Supplier Diversity Leader of the Year.

3. **Letter of Recommendation (suggested)**: While a Letter of Recommendation is not required, strong applications include multiple Letters of Recommendation from colleagues, MBE suppliers, and associates addressing the applicant’s impact (specifically in Northern California, Nevada, and Hawai‘i) on the development of corporate Supplier Diversity operations, promotion of diversity in the supply chain, involvement with WRMSDC and/or its certified MBEs, and advocacy of minority supplier development, among other topics. If WRMSDC receives a Letter of Recommendation for you, we will email you a copy for inclusion in your application.

4. **Supporting Documents & Materials (suggested)**: Applicants may include any relevant supporting materials that illustrate why they should be chosen as Supplier Diversity Leader of the Year.

All of the above must be submitted as ONE PDF that includes ALL DOCUMENTS (please do not submit multiple attachments). We will not accept hard copy/physical applications.

Submission Process
You must submit your completed application by **Monday, March 23, 5:00 p.m. PST** via email:

- Please email your application to awards@wrmsdc.org. You must submit ONE PDF that includes ALL DOCUMENTS (do not submit multiple attachments).
- The email subject line must be “[applicant’s name] Supplier Diversity Leader of the Year Award Application.”

Click here for tips on how to prepare a competitive electronic application.
Contact Us

WRMSDC Awards Team
awards@wrmsdc.org

About WRMSDC

WRMSDC supports the growth and welfare of minority communities by championing the use of minority-owned businesses in Northern California, Nevada, and Hawai‘i. Our parent organization, the National Minority Supplier Development Council, helps over 12,000 minority businesses connect with major Fortune 500 corporations and their buyers every year.

Please visit us online at www.wrmsdc.org.