



2014 Nomination Form

Celebrating breakthrough growth, innovation and performance of Maryland Business

Thursday, May 29, 2014 | Ripken Stadium | Aberdeen

Awards

In 2001, the Maryland Chamber of Commerce, along with its local chamber and association partners, established a new program to recognize the excellence in innovation, growth and entrepreneurial spirit of Maryland's small businesses. Renamed the Maryland Business Breakthrough Awards in 2013, this recognition is based on company size, growth and innovation, competitiveness in the market and contributions to the community. Judging for the awards is done by representatives of Maryland's business media. Nominations must be received by **5 p.m. on Friday, March 28**. The top 3 finalists in each category will be announced in early May. Winners will be announced during the 2014 Maryland Business Breakthrough Awards Luncheon on **Thursday, May 29**.

Categories

1. 1-10 Employees
2. 11-50 Employees
3. 51-200 Employees
4. 200+ Employees
5. Large Employer- Partner in Business

Eligibility

Nominees must:

- Have a permanent business location with employee(s) in Maryland.
- Have been in operation for a minimum of two years.
- Be a member of the state or local chamber of commerce or Maryland-based business or trade organization and include a letter of support from that organization in their nomination package.
- Submit a nomination package that addresses the award criteria – see page 2.

Nomination Package

Submit **six** copies. Your nomination package should include:

- The enclosed form and up to **five** additional pages addressing the award criteria on standard 8.5" x 11" white paper or letterhead, 12 point font.
- A letter of support from the state or a local chamber of commerce or Maryland-based business or trade organization.
- Exhibits (photocopied material, news stories, testimonials, etc.) that support the nomination are welcomed. Cannot exceed an additional **five** single-sided pages.

Submit Your Nomination

Nominations must be received by **5 p.m. Friday, March 28, 2014**.

You can access sample nomination forms from prior year winners online at www.mdchamber.org/awards

Send **six copies** of your nomination package by March 28 to:

Maryland Chamber of Commerce
Attention: Greg Buckler
60 West Street, Suite 100
Annapolis, MD 21401

Questions?

Contact Greg Buckler at (410) 269-0642 or (301) 268-2858, Ext. 117, or gbuckler@mdchamber.org.

Maryland Chamber of Commerce
60 West Street, Suite 100 Annapolis, MD 21401
Phone: (410) 269-0642 or (301) 261-2858 | Fax: (410) 269-5247
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Criteria (all)

Use up to **five** additional pages to address the criteria. Each of the five criteria should be separated into its own section. The bulleted descriptions are simply guidelines. Feel free to elaborate further. Guidelines for the Large Business Partner in Business are on the next page.

1-10 Employee, 11-50 Employee, 51-200 Employee, and 200+ Employee Categories

- I. Background and History
 - *Brief company history*
 - *Primary industry*
 - *Principal product/service*
 - *Primary customer*
- II. Performance & Growth
 - *Sales, profit, customer growth*
- III. Innovation & Creativity
 - *Innovative products and services, customer service, management, staff development, marketing, etc.*
- IV. Competitiveness
 - *How did your company overcome its greatest obstacles and challenges?*
 - *Describe any strategies that have helped you separate from your competition and/or better serve your customers.*
- V. Community involvement
 - *How does your business give back to the community – time, money, resources etc.?*
 - *Memberships or participation in chambers of commerce, associations or other organizations that service the community.*
- VI. Provide a brief statement as to why your business should receive a Business Breakthrough Award.

Submit six copies of nomination packet to the Maryland Chamber by 5 p.m. on March 28.

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Criteria for Large Employer- Partner in Business

- I. Background and History
 - *Brief company history*
 - *Primary industry*
 - *Principal product/service*
 - *Primary customer*
- II. Small Business Programs
 - *Does your company have clearly defined and outlined criteria (certifications, application, etc.) for your small business programs?*
 - *Are your company's policies and procedures easy to find? How difficult is your application process?*
 - *How accessible and easy to meet are your employees for small businesses wishing to gather more information to do business with your company?*
- III. Innovation & Creativity
 - *Outreach: How open and active is your company in promoting and seeking small business vendors? Do you attend any trade shows, procurement fairs or promote via social media? If so, how?*
 - *Describe any "outside the box" unconventional methods your company has implemented to generate new opportunities.*
- III. Competitiveness
 - *Are the services you seek from small business competitive? Do you have several companies vying for the same contracts?*
 - *Have you implemented any policies that have strategically placed your company in a position to gain new proposals and requests for business?*
- IV. Performance
 - *How has your relationship and experience been working with small businesses?*
 - *How many current vendors are local small businesses?*
 - *What is your company's retention of these small businesses? Have any companies increased the scope of business they conduct with your company?*
- V. Provide a brief statement as to why you should be named Partner in Business.
- V. Self-nominated companies are encouraged to also include a letter of support from a current small business vendor.

VI.

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Company Information

Select the Award:

- 1-10 Employee
- 11-50 Employees
- 51-200 Employees
- 200+ Employees
- Large Employer- Partner in Business

Nominee's Information:

Company: _____

Company's Address: _____

Website: _____

Primary Contact: _____ Title: _____

Primary Contact's Email: _____ Phone: _____

Company's Top Executive: _____ Title: _____

Number of Years in Business: _____

Number of Employees: _____

Member of the following chamber(s)/association(s): _____

Submit six copies of nomination packet to the Maryland Chamber by 5 p.m. on March 28.

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