Thank you for submitting a nominee under Phase I of the ACC Excellence in Procurement Award selection process. The award recognizes airport sponsors that have exhibited exemplary procurement and contracting practices, including the utilization of qualifications-based selection (QBS). The award provides examples of model procurement policies and enables ACC to promote good, effective practices.

Under Phase II of the selection process, we request that you submit additional information to help better evaluate a potential nominee. Specifically, please fill out the attached form to the best extent possible. Please note that airport sponsors should not be notified of the nomination or the notification of award. The intent is to keep the nomination anonymous. ACC will notify the selected airport sponsor.

We strongly recommend working with other firms to express their support of the nomination through a letter or other format.

**Selection Criteria:**
- The specific procurement process that is used.
- How the specific process stands out from other processes.
- How long the procurement process has been used, and whether it is used consistently for all projects.
- Use of acceptable contract terms and how they facilitate competition and the selection of qualified consultants.
- Treatment of the consultant as a professional.
- Exemplary communication process with consultants.

**Selection Process:**
Nominations will be considered and a recommended recipient will be chosen by an ACC selection committee. The proposed recipient will be provided to the ACC Executive Committee for approval. (If the initial recommended recipient is not approved, the selection committee may recommend a second recipient for consideration).

*Supplemental information for nominations will be accepted until Friday, October 30, 2015. Please send forms to Matt Griffin at MattG@ACConline.org at ACC Headquarters.*
Note: Each nomination should be limited to 1,500 words

**Nominee Information**

<table>
<thead>
<tr>
<th>Airport Name</th>
<th>Contact Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Address

City, State, Zip Code

Area Code/Telephone Number

Email Address

Category of Airport (i.e., Hub, Non-Hub, GA)

1). Narrative explaining why this airport sponsor is a nominee for this award, using the selection criteria. (Additional pages may be used)

2). Description of the nominee’s selection and/or overall procurement process. Include an explanation of how long the process has been used, and who administers the procurement and contracting process. (Additional pages may be used)

3). Components of the Policy

   a. Is it a written policy?  □ yes  □ no  If so, provide a copy of the policy.

   b. Is the selection process clear and public?  □ yes  □ no

   c. Is the selection committee made up of technical staff?  □ yes  □ no

   d. When are interviews utilized?

   e. Does the selection committee make the final selection?  If not, who does?

   f. Is this process also used for non-mandated projects (i.e., PFC financed projects)?
g. Describe how the policy promotes competition for all consultants.

h. Describe any other procurement practices that facilitate the selection of qualified consultants.

4). Contracting and negotiation policies

a. Is overhead accepted without caps or limitation if developed in accordance with FAR, as referenced in FAA Advisory Circular 150/5100.14?  □ yes  □ no  If no, please describe.

b. Are multipliers limited in any way, and if so, how?

c. What fee types are allowed (i.e. lump sum, cost plus fixed fee, etc.)?

d. Are fees negotiated fairly, in relation to applicable rules and in comparison to other airports?  □ yes  □ no

e. Are the same contracting and negotiation policies applied for non-mandated projects (i.e., PFC financed projects)?  If no, please describe any differences.

f. Are the indemnification provisions fair and reasonable?  □ yes  □ no

g. Is the contract wording fair?

h. If possible, please provide a copy of a sample contract used by this airport sponsor.

5). List other consulting firms that either currently or in the past have contracted with this airport sponsor, and contact information (A letter from any of the other consulting firms supporting this nomination are highly suggested and should be attached to this award submittal)

Nomination Submitted By:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>City, State, Zip Code</td>
<td></td>
</tr>
<tr>
<td>Area Code/Telephone Number</td>
<td>Email Address</td>
</tr>
</tbody>
</table>

Phase II nomination forms are due **by October 30, 2015** to Matt Griffin at MattG@ACConline.org. Call ACC at (703) 683-5900 if you have any questions.