

AWARDS
2012
GUIDEBOOK

PINNACLE
AWARD

AWARDS OF
EXCELLENCE

Pinnacle Awards for Innovation

The Pinnacle Awards and the standard of excellence which they represent have the proud support of the BOMA Manitoba Board of Directors.

Presented below are points of information, selection criteria, and the process pertaining to your submission for this prestigious award.

Eligibility and Judging

- Entries are to be submitted on a self-nominating basis;
- Judging of the entry will be based on your written submission and meeting of all submission requirements as listed in the Submission Guidebook; and
- Entrants must be BOMA Manitoba members in a good standing.

Pinnacle Award (National)

The winner is eligible to enter the 2012 BOMA Canada national awards competition. For more information, please visit www.bomacanada.ca.

Submission Deadline

Formal submission must be received by 4 p.m. on Tuesday, April 17, 2012.

Submission Requirements

The purpose of the Pinnacle Award for Innovation is to recognize and promote innovation in the commercial real estate industry, whether it is a uniquely beneficial program, product or service, a better way to solve specific needs or an ingenious way to keep customers happy.

Written Submission (see Sections A for details)

1. A cover sheet stating the following must be included:
Name of Property Owner/Management Company or Service/Supplier Company as well as the Name, Phone Number, and Address of the person who will receive all correspondence.
2. Submissions must be minimum of 8 pages (single side of a sheet of paper in Arial 12 point type) to a maximum of 10 pages. Additional material will not be considered.

Logo

A high-resolution JPG/TIFF copy of your corporate logo must be provided on disk or via email.

Section A Innovation and Corporate Policy

Your written submission should support the company's approach to innovation and it should make note of specific details that deserve merit. The written submission should be brief (maximum five pages) and address the following. However, the format is open and you are encouraged to include any information that you feel will assist the judges:

1. Describe how innovation is encouraged and rewarded in your company.
2. Describe the innovative program, product or service, how it is unique, and how it benefits the commercial real estate industry.
3. Describe how this has benefited your company and/or your clients, and the impact it has on business. How does the innovation make the building owner/manager's or customer's job easier, less stressful or productive? Has it increased your company's or your client's efficiency, productivity and/or revenue?
4. Describe how you included employee and/or customer input into the development of the innovation.
5. Identify key clients where this innovation is applied or implemented.

*Clients including employees and contractors.

Section B "Innovation" Interviews

A survey will be conducted by the judges of your Client(s) or employees and contractors. The survey questions will be based on Criteria A.

1. Provide client name(s), position, and contract number.
2. Provide employee list with names, position and contract number.

Section C Site Visit

A mandatory site visit will be coordinated with the judges to visit your location and/or corporate head office to verify your submission, including a viewing of the supporting documentation.

Summary of Judges' Scoring

The points from Sections A through C are combined for a total potential score of 100 points. A minimum of 70% or 70 points must be earned to be eligible.

	CRITERIA	POINT SCALE
A	Innovation Level	0 - 15
B	Innovation is encouraged and rewarded in this company.	0 - 15
C	This innovation has directly benefited this company and its clients.	0 - 15
D	This innovation has directly impacted the commercial real estate industry.	0 - 15
E	It has made the building owner/manager or customer's job easier, less stressful, or more productive.	0 - 10
F	It has increased efficiency, productivity and/or revenue.	0 - 15
G	This innovation included employee and/or customer input into the development of the innovation.	0 - 15
	TOTAL	100