

AWARDS
2018
GUIDEBOOK

PINNACLE AWARD
INNOVATION

AWARDS OF
EXCELLENCE

Pinnacle Award for Innovation

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.

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. Telephone interviews with your client or employee references will also be conducted by our judging team;
- Entrants must be BOMA Manitoba members in a good standing.

Pinnacle Award (National)

The winner is eligible to enter the 2018 BOMA Canada national awards competition. For more information, please visit www.bomacanada.com

Submission Deadline

Formal submission must be received by 4 p.m. on Thursday, March 31, 2018.

Written Submission (see Section 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. The written portion of the submission must be maximum of 5 pages (single side of a sheet of paper in Arial 10 point type) Additional material/appendices may be considered. **We require 3 printed copies of submissions, spiral bound or presented in a binder**

Logo

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

Photographs

A high-resolution JPG/TIFF copy of your team photos(s) must be provided on disk or via email.

Section A - Written Submission

Your written submission should support your firm's positive customer service attributes that you want to impress upon the judges, and it should make note of specific details that deserve merit.

The written submission should be brief (maximum five pages) and address the following (below). However, the format is open and you are encouraged to include any information – as appendices – 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 more 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.

Section B – Interviews

A survey will be conducted by the judges of your client(s) or employees and contractors. The survey questions will be based on the answers provided in Section A, Question #4 (above).

1. Provide client name(s), position, and contact number.

2. Provide employee list with names, positions and contact numbers.

Section C - Site Visit

A mandatory site visit will be coordinated in order for the judges to visit your location and/or corporate head office.

Please provide the judges with a board room/meeting space at your business location, where they may review the submissions and any other supporting documentation that you wish to provide. Please also have a member of your team available for questions as needed. The site visit will be limited to one hour.

Summary of Judges' Scoring

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

	<u>CRITERIA</u>	<u>POINT SCALE</u>
A	Innovation Level	/15
B	Innovation is encourage and rewarded in this company	/15
C	This innovation has directly benefited this company and its clients.	/15
D	This innovation has directly impacted the Commercial Real Estate Industry	/15
E	It has made the building owner/manager or customer's job easier, less stressful, or more productive	/10
F	It has increased efficiency, productivity and/or revenue	/15
G	This innovation included employee and/or customer input into the development of the innovation	/15
	TOTAL	/100