



Award Nomination Instructions

Procurement Round Table 2025 Contracting Excellence Award in memory of Elmer B. Staats “\$5,000 Could be Yours”

— Award nominations due by March 28, 2025 —

Submit with transmittal letter or memorandum signed by the Head of Contracting Activity (HCA) by March 28, 2025 in PDF format to the National Contract

Management Association at: [PRT Excellence Award Nominee Form](#)

Required information:

- Full name of nominee
- Years of service (not more than 15) as a GS-1102 (or military equivalent) as of March 28, 2025
- Employing agency / department
- Title of current position
- Education degree(s) and date(s)
- Nominee’s e-mail address
- Nominee’s landline and cell

- phone numbers
- Supervisor’s name
- Supervisor’s e-mail address
- Supervisor’s landline and cell phone numbers
- HCA's e-mail address

Required commentary (not to exceed two pages of 11-12 point font text):

- Describe current job
- Describe most noteworthy contracting operation accomplishments / innovations in the last 12 months
- Describe how you spread your accomplishments / innovations throughout your Agency

Winner will receive \$5,000 and, along with their supervisor, free admission to 2025 NCMA World Congress where the award will be presented.

To nominate a professional, go to: <https://procurementroundtable.org/Awards>