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**2024 Chapter Awards**

Do you know an outstanding member of the ICEAA Washington Capital Area Chapter (WCAC) who has made a difference in the cost estimating profession? Perhaps an individual or team whose work is leaping beyond the forefront? An emerging superstar with a blindingly bright future, or a pillar of the cost community whose years of dedication have advanced the industry and everyone around them?

The WCAC of ICEAA Awards Committee would love to hear about them!

Please review the Chapter Awards and criteria listed below and complete this nomination form to qualify your nominee as a candidate for one of four annual achievement awards.

**All nominations must be submitted NO LATER THAN:**

**FRIDAY, FEBRUARY 23rd, 2024 at 11:59pm ET**

Please provide your completed nomination form as an e-mail attachment addressed to the Chapter Secretary, Mr. Kyle Ferris, at [secretary@washingtoniceaa.com](mailto:secretary@washingtoniceaa.com). You should receive a reply within two business days confirming your successful submission.

Winners of the 2024 WCAC of ICEAA Awards will be automatically entered into this year’s ICEAA National Association Awards, with a note indicating their victory at the Chapter level.

Thank you for taking the time to recognize your exceptional colleagues!

**DESCRIPTION OF CHAPTER AWARDS**

**Team Achievement of the Year Award**: This award recognizes a team demonstrating significant cost estimation/analysis accomplishments over the past year for their organization (or an organization supported by their work). Achievement should have a significant resultant impact on the mission of the organization or by influencing an important decision through the use of cost estimation/analysis. A few examples of such contributions would include:

* Demonstrating an outstanding accomplishment within the field.
* Promoting high impact on the organization or chapter supported by the work.
* Exemplifying how cost estimation and analysis work provides decision support by influencing the management vision, goals, and objectives.
* Note: team recipients must be comprised of more than one individual. Fifty one percent (51%) or more of the team’s efforts must be executed by current WCAC of ICEAA members in good standing.

**Technical Achievement of the Year Award**: This award recognizes the individual who has made outstanding technical contributions to the profession of cost estimation/analysis over the past year. Technical excellence may be accomplished through significant achievement in technical work and/or by playing an instrumental part in the development of technical products. A few examples of such contributions would include:

* Performing research in developing new knowledge and advancing theory in cost estimation and analysis.
* Innovative use of cost models or development of new models.
* Promoting integration and synergy among cost estimating and analysis and other disciplines.
* Developing and maintaining standards of proficiency and performance.
* Establishing standards in the terminology, conduct, and application of cost estimating and analysis.
* Using new approaches and techniques to conduct cost estimates/analyses or parametric databases/analyses, develop CERs, databases, and/or models.
* Expert application of statistical procedures for CERs.
* Note: the individual recipient must be a current member of the WCAC of ICEAA in good standing.

**Management Achievement of the Year Award**: This award recognizes the individual who has made outstanding management contributions to the profession of cost estimation/analysis over the past year. Management excellence may be accomplished through significant administration of cost estimates/analyses. In particular, the Award recognizes the individual who provides the most effective demonstration of their project management competence. A few examples of such contributions would include:

* Creating a productive work environment as well as the drive and impetus to enable co-workers or employees to accomplish achievements.
* Exhibiting a balance of management skills, juggling different views and perspectives, backgrounds, and personalities.
* Maintaining focus ensuring his/her team’s performance is efficient and the project’s objectives are met.
* Rewarding achievement through an appropriate program of recognition and endorsement.
* Promoting standards of proficiency and performance.
* Providing forums and media through which experiences with the principles and techniques of cost estimating and analysis may be reported, discussed, and published in furtherance of public interest.
* Developing and maintaining standards of proficiency and performance.
* Note: the individual recipient must be a current member of the WCAC of ICEAA in good standing.

**Junior Analyst of the Year Award**: This award recognizes an individual with five or fewer years of cost estimation/analysis experience who has demonstrated significant professional development over the past year. This individual should demonstrate a bright future through job-related work and education in the field. Work-related activities can be performed individually or as part of a larger group. In particular, this individual employs and exemplifies Cost Estimating Body of Knowledge (CEBoK) principles within their cost estimating/analysis work.

* Demonstrating work toward proficiency in the field through job-related activities and education.
* Demonstrating an upward trajectory on increasing levels of skill and impact to the cost estimation/analysis profession.
* Note: the individual recipient must have no more than five years of professional cost estimating/analysis experience, and must be a current member of WCAC of ICEAA in good standing.

**CHAPTER AWARDS - ELIGIBILITY CRITERIA**

* Nominees for individual chapter awards are eligible only if they are current members of the WCAC of ICEAA in good standing. Note that there is no membership requirement for nominators of any award.
* Teams nominated for the *Team Achievement of the Year Award* must be comprised of more than one individual. Fifty one percent (51%) or more of the team’s efforts must be executed by current WCAC of ICEAA members in good standing. Greater weight shall be given to teams where a significant contribution was made by one or more WCAC of ICEAA members.
* Nominees for the *Junior Analyst of the Year Award* must have no more than five years of professional cost estimating/analysis experience.
* Nominations **must not include** classified, proprietary, and/or otherwise sensitive information, as their narratives may be made publicly available at a later date. Any nomination determined to have violated this rule will be disqualified. Some organizations may require a nominator to obtain permission from a governing body to release business information contained in a narrative, even if the information is not officially designated as sensitive. In this case, permission must be obtained by the deadline to submit nominations, or the nomination will be disqualified.

*The Chapter Secretary will review nominations for adherence to the eligibility criteria above. If all criteria above are met, the nomination will be formally accepted and reviewed by the Awards Committee. While nominations are being reviewed, the Chapter Secretary will verify the membership status of each nominee.*

*If a nominee is found to be delinquent on paying their membership dues or does not appear to be a member of ICEAA and/or WCAC, the Chapter Secretary will make a good faith effort to alert the nominee about their status as soon as possible and suggest a remediation plan. To avoid disqualification, all ineligible nominees must show proof of remediation (e.g., receipt confirming payment of ICEAA membership dues, etc.) to the Chapter Secretary no later than two business days after the WCAC Awards nomination submission deadline of February 23rd, 2024.*

**CHAPTER AWARDS – SCORING CRITERIA**

*In addition to meeting all eligibility criteria, the WCAC of ICEAA intends to score nominations based on criteria that demonstrate both* ***impact*** *and* ***relevance*** *to the profession of cost estimation and analysis, where impact is more important than relevance.*

*In relation to WCAC Chapter Awards scoring criteria, definitions for impact and relevance are provided below.*

**Impact on Cost Estimation and Analysis** – Nominations that demonstrate a positive impact on program/project performance, federal/industry capabilities, training and development, data management/availability, model/tool development, and/or improved collaboration for the profession of cost estimation and analysis. *Measurable, quantified impacts are given greater weight compared to impacts that are not quantified*.

Nominators are highly encouraged to include quantitative information in their nomination to demonstrate the nominee’s impact. Examples include:

* X% reduction in estimated program/project costs
* X new users of cost database
* X individuals trained and certified as P/CCEAs

**Relevance to Cost Estimation and Analysis** – Nominations which demonstrate foundational elements, principles, and/or methodologies of cost estimation and analysis as defined by the ICEAA Cost Estimating Body of Knowledge (CEBoK), including novel and innovative approaches that could define the future of the profession. This includes but is not limited to elements, principles and/or methodologies related to cost analysis, cost management, parametric cost estimating, specialized cost estimating, and cost model/tool development.

**NOMINATION FORM**

**Nomination Type:**

|  |  |
| --- | --- |
| *Check one* | |
| Team Achievement of the Year | Technical Achievement of the Year |
| Management Achievement of the Year | Junior Analyst of the Year |

**Nominee (Their) Information:**

|  |  |
| --- | --- |
| *Individual nominations only* | |
| Full Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Organization/Company | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Job Title: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| E-Mail Address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Phone Number: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| City and State: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *Team nominations only* | |
| Team Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Team Lead | |
| Full Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Organization/Company: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Job Title: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| E-Mail Address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Phone Number: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| City and State: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Key Member(s) | *Add additional rows, as needed* |
| Full Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Organization/Company: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| E-Mail Address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| City and State: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Nominator (Your) Information:**

|  |  |
| --- | --- |
| Full Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Organization/Company: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Job Title: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| E-Mail Address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Phone Number: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| City and State: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Prior Nominations/Awards:**

|  |  |
| --- | --- |
| Has this person or team been nominated for or won an Association Award from ICEAA, one of ICEAA's Chapters, or ICEAA's parent organizations (SCEA, ISPA)? | |
| *Check one* | |
| Never before nominated | Nominated, but did not win |
| Nominated and won previously | Not sure |

**Attestations:**

|  |  |
| --- | --- |
| *Check all* | |
|  | I understand that all individual nominees must be current WCAC of ICEAA members in good standing. |
|  | I understand that all nominated teams for the *Team Achievement of the Year Award* must be comprised of more than one individual, in which fifty one percent (51%) or more of the team’s efforts are executed by current WCAC of ICEAA members in good standing. |
|  | I understand that nominees for the *Junior Analyst of the Year Award* must have no more than five years of professional cost estimation/analysis experience. |
|  | I acknowledge that all information contained in this nomination—excluding relevant contact information for either nominee(s) or nominator—does not constitute classified, proprietary, and/or otherwise sensitive information and may be made available to the public upon its submission date. |
|  | I acknowledge that all information provided in my nomination is true and accurate to the best of my knowledge. |

**NARRATIVE**

*Answer the questions below using narrative paragraphs, without bullets or sentence fragments.*

*Each question lists a maximum word count for that prompt. An effective nomination conveys the nominee's achievements clearly and concisely and is unlikely to require the maximum word count.*

*All nominations must feature specific dates or time durations during which the achievements were met.*

**Introduction (150-200 words)**

|  |
| --- |
| *Using 1-2 paragraphs, introduce your nominee(s) and their role. Your response should include the nominee's full name(s), employer, job title, and some background on the nominee(s).* |
|  |

**Accomplishments (250-300 words)**

|  |
| --- |
| *Describe the accomplishments for which the individual or team is being nominated. Reference the award criteria and ensure the description includes information that satisfies the award criteria. Include specific dates or durations during which the accomplishments took place.* |
|  |

**Impact & Results (250-300 words)**

|  |
| --- |
| *Describe the impact of the nominee's accomplishments on the organization, program, or community at large.* |
|  |

**Conclusion (100-150 words)**

|  |
| --- |
| *Finalize your nomination with a testimonial, unexpected positive result, or additional compliment to the nominee(s) for their accomplishments.* |
|  |

**Additional Information (150-200 words)**

|  |
| --- |
| *Provide additional information on the nominee's organization and its mission (who the nominee supports, size/scope of the program supported, how their accomplishments impact the organization/program/project, etc.).* |
|  |