



2011

PREPARING YOUR PARTNERING SUBMISSION

Welcome to the 2011 Marvin M. Black Excellence in Partnering Awards competition! For the 2011 awards program, we have taken the submission process online! You will now have the capability of building your submission over time, allowing you to organize your submission and make sure that all facets of the project are represented. An online submission will assist you in streamlining the process, eliminating the need to prepare a binder for your project. You will have the capability of uploading files or photos, and making your contribution to the AGC Education and Research Foundation all at one site: [www.agc.org/awards](http://www.agc.org/awards).

Since this is a new process this year, we want to provide some advice on preparing your submission. To start, read the following “Competition Rules and Disclaimers.” These can be accessed on the site at the main menu and throughout the process via a menu button:

1. Competition is open to general contractors and specialty contractors who are **current members of an AGC chapter** working as prime contractors for **projects completed between November 1, 2009 and November 1, 2010**.
2. Each entry requires an entry fee (minimum \$250.00 per entry). This amount goes directly to the AGC Education & Research Foundation and is considered a charitable contribution. Please consult your tax advisor to determine whether, and if so, how much of this fee may be tax deductible as a charitable contribution and/or a business expense.
3. Submissions are judged on both objective and subjective criteria. You must provide documentation where requested. Only submissions that address and complete every component will be considered. (See “Required Materials and Content” below.)
4. Entries should include color photos; no more than five to seven photos are recommended. Photos that are uploaded should be in GIF or JPEG format in 300 dpi resolution (for production purposes).
5. All entries and accompanying materials will become the property of AGC of America and will not be returned to, nor be accessible by, the entrant. By submitting an entry, the entrant grants to AGC of America a broad, non-exclusive royalty-free license to copy, distribute, and otherwise use the entry and all accompanying materials (including materials in text, image, or other form) in works both related and unrelated to the Aon Build America Awards. The entrant warrants that it has the right to grant such a license and that neither the entry nor the license infringes on the rights of any third party. Do not submit any materials to which you do not have the copyright and other proprietary rights.
6. Required Materials and Content
  - 1) **Entry Form**. The online entry form must be completed in its entirety.
  - 2) **Project Description**
    - i. Description of the project (**100 words or less**)

- ii. Project-specific information (e.g., dollar value of the project; procurement method; public or private; etc.)
- iii. Summary statement of why this project should receive a Marvin M. Black Excellence in Partnering Award **(250 words or less)**

- 3) **Partnering Sessions Requirement** (include list of stakeholders; charter; etc.)
- 4) **Project Goals** (description of the ongoing process used to evaluate goals of the charter)
- 5) **Safety** (safety statistics to include man hours, recordable illness and injury rates, etc.)
- 6) **Project Costs** (ways in which project costs were contained and possibly cut)
- 7) **Schedule** (project on or ahead of schedule, other details)
- 8) **Issue Resolution** (process for resolving project issues)
- 9) **Inclusion of Craft Workers** (involvement of craft workers)
- 10) **Inclusion of Other Stakeholders** (process of including both contractors and the community in the project)
- 11) **Team Building** (activities used to develop team approach to project)
- 12) **Quality of Project** (overall quality assessment)
- 13) **Innovation** (ideas resulting in improved productivity, cost savings, etc.)
- 14) **Other Considerations** (testimonials, news articles, other project achievement awards, etc.)

7. The Partnering competition does not permit files larger than 30 MB to be uploaded, because it will create a slow experience for the judges. Be aware of the size of each file you want to upload. Please note that you may only upload fifteen (15) files per each submission. Between five to seven photos are recommended and at least one file upload is required (the Partnering charter) to submit your entry for judging.

### Logging onto the Competition Site

The competition site requires a different username and password than what is used for access to [www.agc.org](http://www.agc.org). Therefore, you do not need your [agc.org](http://www.agc.org) log-in information for submission of entries. Please note the following steps to log into the competition site:

1. Enter the competition website through the links at [www.agc.org/awards](http://www.agc.org/awards). Select “Marvin M. Black Excellence in Partnering Awards” from the menu on the left and you will be routed to the competition website.
2. Once at the site, select “2011 Marvin M. Black Partnering Awards.” You will then be at the “Login”/“New Entrants” page. Click “Register” to begin the process. You will be asked for your e-mail address. After you enter your e-mail address, click the “Continue” button to proceed.
3. You will be taken to the Registration page. Enter all information requested, especially those with an asterisk next to it. At the end of this page, you will need to

create your password. Note that your e-mail address has become your username. Once you have completed this page, save it. You will be taken to a page that says “Return to Login Page.” Click on this and enter the password you set up to begin building your submission.

4. Once you have logged in, you will be at the Main Menu. You will be prompted to review your “Entrant Form.” Some of the information that you entered at registration will automatically feed into this form. Complete the entrant form, remembering to answer all questions that have an asterisk by it. Once you have completed all information, click the “Update” button to continue. You will be taken back to the Main Menu, where you may now begin to add an entry.

### Tips for a Successful Entry

1. When you are ready to begin building your entry, make sure that you have your member ID number (national) and the name of the chapter where the project is located. You must be a current member of AGC and a member of the local chapter where the project is located to submit an entry. You may be asked this question more than once in the process.
2. If your project was completed by a joint venture, you should also be prepared to provide the names of the members of the joint venture, along with their member ID numbers (national). Prior to starting your entry, make sure you have this information available and include when prompted.
3. Remember that entries may be built over time, so you should share log-in information with anyone who will collaborate on the entry.
4. Unless otherwise noted, you must answer every question that is on the entry form. Make sure you answer them as concisely as possible. There are word limits for some of the questions; you will be notified when you have exceeded those limits. There are some questions that allow you to upload a file to complete your response once you have saved the entry form. Keep in mind that these files will count towards the fifteen (15) files that are allowed per each submission.
5. Files may include the Partnering charter (required), testimonials, photos, letters of recommendation, videos, etc.
6. Your entry will not be moved on to the judging rounds if you have not made your contribution to the AGC Education & Research Foundation. While you have the capability to complete your entry without making this payment, be advised that you will be contacted by the Administrator prior to the deadline date (November 5, 2010) and given an opportunity to complete the payment process. If you still do not make payment by the deadline date, your submission will be discarded. You should

make your payment at the same time you complete your entry to avoid any last-minute scuffling to move to the next round.

7. If you plan to make your contribution to the Foundation by check, make sure that you send the payment in with enough time for AGC of America to process and post to your entry as paid. If you wait until nearer to the deadline date, you may be disqualified from the competition if the payment process has not been completed by that date.
8. Note the following important dates/deadlines:
  - July 19, 2010: Marvin M. Black Partnering Award site live and available for entry submission.
  - November 5, 2010: Deadline for all Partnering Award entries.
  - Mid/late January 2011: Notification to the winners of the competition.
  - March 22, 2011: Marvin M. Black Partnering Awards Breakfast at the AGC 92<sup>nd</sup> Annual Convention in Las Vegas, Nevada.

We hope that you will find the new online awards process easier, efficient and user-friendly. Throughout the process, if you have questions or need assistance, please contact the Online Awards Program Administrator:

Joyce Putman  
AGC of America  
703.837.5314  
[putmanj@agc.org](mailto:putmanj@agc.org)

Best of luck, and we look forward to seeing your 2011 Partnering submission(s)!