

# 2019 NOMINATION FORM



## SERVICE PROVIDER OF THE YEAR

This award acknowledges outstanding provision of contracted-out facilities services. Awarded to an organisation that has demonstrated market-leading performance in service delivery, innovation and value for money, the winner of this award can be either a provider of a range of FM services, or an organisation delivering outstanding performance in a single area of service. These can be hard or soft services provided to any sector of the New Zealand FM market.

NOMINEE DETAILS	
Name	
Phone	
Email	
Position	
Organisation	
Business Address	
	Post Code

NOMINATOR DETAILS (leave blank if self-nominating)	
Name	
Phone	
Email	
Position	
Organisation	
Business Address	
	Post Code

# 2019 ELIGIBILITY CRITERIA



## Eligibility

- The nominee must be a service provider that has been contracted to deliver outsourced FM services, and/or provide one or more services to FMs.
- Either the nominee must have been a corporate member of FMANZ or members of its service delivery team must have been individual members of FMANZ for the past 12 months.

## Guidelines for nominators

Here are some guidelines to help you prepare your nomination and ensure that it is the best it can be:

- Check the nominee organisation's eligibility – read the eligibility section above carefully to make sure that the organisation you are nominating meets all the criteria.
- Read the questions carefully and answer them clearly, concisely and directly.
- Where possible, provide examples and evidence to support the claims being made. Quantified information (such as percentage improvements, dollars saved, etc) will help the judges to assess the nomination.
- Where relevant, provide details about innovation and exemplary service delivery.
- Try not to use abbreviations or jargon – the judges may not know what you are referring to.
- Check your grammar and spelling.
- Use the full word limit but do not exceed it. Judges will ignore anything you write in excess of the limit.
- The judges will award marks only on the basis of the information they are given. Don't assume they know anything more about your nomination than the information you have provided.
- You can provide additional supporting information, such as client references, customer feedback, financial information, survey results, project descriptions, etc. Any information you provide will be kept confidential.
- Before submitting the nomination, you might want to ask someone else to read it to check that it reads well and answers the criteria clearly and fully.

## Requirements

- You must complete all sections of this form, and include a signed declaration and references from the client organisation(s) confirming that performance and outcomes have been delivered successfully.
- An image of the nominee's service delivery team must be provided.

Note: The judges have the right, but are not obligated, to contact referees to validate any information supplied. References may be followed up where two or more nominees are ranked closely.

# 2019 NOMINATION FORM



**Why should the nominee be recognised as the Service Provider of the Year? (100 words)**

(This description will be used when announcing shortlisted nominees at the Gala Awards dinner and in publicity material after the event.)

**CRITERION 1: BENEFITS TO CLIENT. How has the nominee provided significant benefits to its client(s), and how have the services provided been aligned with client needs? (250 words)**

# 2019 NOMINATION FORM



**CRITERION 2 : FINANCIAL.** How have the services provided by the nominee delivered outstanding value for money to the client(s)? (250 words)

**CRITERION 3 : INNOVATION.** What innovative solutions has the nominee delivered to meet the needs of its client(s) and how have these solutions provided outcomes which would be considered exemplary? (250 words)

# 2019 NOMINATION FORM



**CRITERION 4 : PEOPLE.** How does the nominee encourage and deliver motivation, training, health & safety, professional development and mentoring to its staff? (250 words)

**CRITERION 5: FM INDUSTRY AND FMANZ.** How has the nominee contributed to the development of the FM industry in New Zealand? (ie been actively involved in FMANZ activities and worked to support and represent the industry through a commitment to advocacy, representation, innovation, awards, sharing of knowledge, etc.) (250 words)

# 2019 NOMINATION FORM



## MANDATORY SUPPORTING DOCUMENTATION

Please include:

1. A minimum of one client verification of delivery outcomes/performance which includes the name of the person supplying the verification, the organisation's name and date.
2. A print quality image of the service delivery team.
3. FMANZ Corporate Membership Number, or Names of Service Delivery Team and their FMANZ Individual Membership Numbers.

## OTHER SUPPORTING DOCUMENTATION

If you are supplying additional supporting documentation, please list this below:

## DECLARATION

By submitting this nomination form, I certify that all information provided is true and accurate to the best of my knowledge. I permit judges to validate any information provided in this submission with referees provided and acknowledge that all information within the submission will be kept confidential.

Name	
Position	
Organisation	

Signed \_\_\_\_\_

Date \_\_\_\_\_

**THANK YOU FOR YOUR NOMINATION**