

# ENTRY KIT

## GENERAL ENTRY RULES AND INFORMATION

**The Excellence in Procurement Awards, *brought to you by CIPS*** fully encompass, reward and honour the entire procurement and supply chain profession. Winning an Award is one of the most prestigious recognitions an organisation or individual in the profession can receive.

### ONLINE ENTRY SUBMISSION

Please note there is a new entry submission process for 2020, we encourage you to log into the submission portal to familiarise yourself with the system before submitting your entries. You may log on here:  
[www.cipsexcellenceinprocurementawards.com](http://www.cipsexcellenceinprocurementawards.com).

Please refer to each category for the specific information required for each entry. All information is now submitted via the submission portal into the text boxes provided. The only documents that you may upload is any supporting material. You may wish to have all of the information ready to input into each of the text fields before submitting your entry. You can copy text over from a word document, but please ensure the document has no formatting, bullet points or pictures. Please see category criteria for detailed information regarding the word counts for each section.

All entries must provide a 100 word "Executive Summary" which gives a short overview of the project/individual. Please note that the Executive Summary may be published on the website once the shortlist is announced, so we kindly request you do not provide confidential facts or figures within this summary.

Before you submit your entry we ask that you carefully read the category criteria either overleaf or online. All entries must be submitted online at:  
[www.cipsexcellenceinprocurementawards.com](http://www.cipsexcellenceinprocurementawards.com).

### KEY DATES AND ENTRY FEES

#### Team Categories

Early Bird Entry Deadline: Thursday 9 April  
Fee: £160 per entry

Standard Entry Deadline: Thursday 7 May  
Fee: £210 per entry

#### Young Talent Award

Early Bird Entry Deadline: Thursday 9 April  
Fee: £60 per entry

Standard Entry Deadline: Thursday 7 May  
Fee: £110 per entry

#### Awards Night

Wednesday 16 September

*Prices exclude VAT*

# ENTRY KIT

## CATEGORY LIST

---

### TEAM CATEGORIES

---

Best Sustainability Project Of The Year	3
Best Initiative To Deliver Social Value Through Procurement	4
Best Initiative To Build A Diverse Supply Base	4
Best Practice In Supply Chain Integration	4
Public Procurement Project Of The Year	5
Global Sourcing Project Of The Year	5
Best Supplier Relationship Management Initiative	5
Procurement Consultancy Project Of The Year	6
Best Use Of Digital Technology	6
Best Approach To Risk Mitigation	6
Outstanding People Development Programme	7
Best Collaborative Teamwork Project	7
Outstanding Diversity And Inclusion Practices In Procurement Teams	7
Best Procurement Transformation Programme	8
Procurement Team Of The Year - Large Organisation	8
Procurement Team Of The Year - Small Organisation	8

### INDIVIDUAL CATEGORIES

---

Leader Of The Year (Not Open For Entry)	9
Young Talent	9

# ENTRY KIT

## TEAM CATEGORIES

Please choose the category/ies below you wish to enter and read the description and question requirements carefully.

### COMPULSORY ATTACHMENTS

All entries must include:

- A statement of endorsement from the CEO/CFO or equivalent
- Company logo\*
- Team photo\*

*\*Both must be high resolution, minimum 300dpi and in JPEG, PNG or EPS format.*

### SUPPORTING MATERIALS

You may, if you wish, upload additional supporting material to support your entry. However this must be limited to three single-sides of A4 and should not comprise of information that is central to your case - the judges will expect to see this in your main submission.

**Supporting material may including the following:**

- Testimonials
- Press clippings
- Performance figures

**Please note:** Unless stated otherwise, the project name given on the entry form is the name that will be used throughout the campaign, on all marketing communications and material, including certificates and trophies, if applicable.

We reserve the right to shorten entry titles for the purpose of the awards announcements.

Please try and keep your entry title concise.

## TEAM CATEGORIES

### BEST SUSTAINABILITY PROJECT OF THE YEAR

**Recognising social, environmental and responsible procurement projects.**

This category encompasses social, environmental and responsible procurement projects; these can be either procurement-led or organisation-led initiatives, but must evidence the specific procurement or supply chain role in the project's success.

1. Outline the problem or challenge that this project was looking to resolve. (200 words)
2. Describe your approach, highlighting the best practice or

innovative methods you used to address this issue. (400 words)

3. What were the most challenging aspects of the project and how did you overcome them? (400 words)
4. What were the expected outcomes of the project and what results have been achieved to date? Demonstrate how you measured success and provide evidence of the benefits to the organisation, as well as the feedback you have received from key stakeholders. (600 words)
5. What learnings have been taken and embedded into your organisation/your local community/your suppliers/customers? (200 words)

# ENTRY KIT

## TEAM CATEGORIES

### BEST INITIATIVE TO DELIVER SOCIAL VALUE THROUGH PROCUREMENT

**Recognising procurement projects that deliver significant social value outputs.**

This category is open to both public and private sector organisations that are using innovative sourcing and contracting initiatives to deliver social value.

1. Outline the problem or challenge that this project was looking to resolve. (200 words)
2. Describe your approach, highlighting the best practice or innovative methods you used to address this issue. (400 words)
3. What were the most challenging aspects of the project and how did you overcome them? (400 words)
4. What were the expected outcomes of the project and what results have been achieved to date? Demonstrate how you measured success and provide evidence of the benefits to the organisation, as well as the feedback you have received from key stakeholders. (600 words)
5. What learnings have been taken and embedded into your organisation/your local community/your suppliers/customers? (200 words)

### BEST INITIATIVE TO BUILD A DIVERSE SUPPLIER BASE

**Recognising supplier diversity excellence.**

This category is for organisations that have implemented successful supplier diversity projects that have unlocked innovation and strategic business results, as well as opening up opportunities for organisations that are diverse in size, ownership or mission.

1. Outline the problem or challenge that this project was looking to resolve. Include your organisation's specific drivers for addressing supplier diversity in your supply chain. (200 words)
2. Describe your approach, highlighting the best practice or innovative methods you used to address this issue. (400 words)

3. What were the most challenging aspects of the project and how did you overcome them? (400 words)
4. What were the expected outcomes of the project and what results have been achieved to date? Demonstrate how you measured success and provide evidence of the benefits to the organisation, as well as the feedback you have received from key stakeholders. (600 words)
5. What learnings have been taken and embedded into your organisation/your local community/your suppliers/customers? (200 words)

### BEST PRACTICE IN SUPPLY CHAIN INTEGRATION

**Recognising excellence in strategic supply chain integration.**

This category rewards procurement teams who have successfully implemented innovative supply chain solution improvements, for example improved supply chain visibility or greater integration with the business.

1. Outline the problem or challenge that this project was looking to resolve. (200 words)
2. Describe your approach, highlighting the best practice or innovative methods you used to address this issue. (400 words)
3. What were the most challenging aspects of the project and how did you overcome them? (400 words)
4. What were the expected outcomes of the project and what results have been achieved to date? Demonstrate how you measured success and provide evidence of the benefits to the organisation, as well as the feedback you have received from key stakeholders. (600 words)
5. What learnings have been taken and embedded into your organisation/your local community/your suppliers/customers? (200 words)

# ENTRY KIT

## TEAM CATEGORIES

### PUBLIC PROCUREMENT PROJECT OF THE YEAR

#### Recognising public sector procurement excellence.

This category is open to all public sector bodies and rewards projects that demonstrate how procurement has successfully managed public sector specific challenges or opportunities.

1. Outline the problem or challenge that this project was looking to resolve. (200 words)
2. Describe your approach, highlighting the best practice or innovative methods you used to address this issue. (400 words)
3. What were the most challenging aspects of the project and how did you overcome them? What specific public sector challenges did you face? (400 words)
4. What were the expected outcomes of the project and what results have been achieved to date? Demonstrate how you measured success and provide evidence of the benefits to the organisation, as well as the feedback you have received from key stakeholders. (600 words)
5. What learnings have been taken and embedded into your organisation/your local community/your suppliers/customers? (200 words)

### GLOBAL SOURCING PROJECT OF THE YEAR

#### Recognising competitive advantage through global sourcing.

This category rewards innovative global sourcing or multi-shoring projects that deliver competitive advantage and exploit market opportunities whilst mitigating supply chain risks.

1. Outline the problem or challenge that this project was looking to resolve. (200 words)
2. Describe your approach, highlighting the best practice or innovative methods you used to address this issue. (400 words)
3. What were the most challenging aspects of the project and how did you overcome them? (400 words)
4. What were the expected outcomes of the project and what

results have been achieved to date? Demonstrate how you measured success and provide evidence of the benefits to the organisation, as well as the feedback you have received from key stakeholders. (600 words)

5. What learnings have been taken and embedded into your organisation/your local community/your suppliers/customers? (200 words)

### BEST SUPPLIER RELATIONSHIP MANAGEMENT INITIATIVE

#### Recognising collaborative SRM projects.

This category can include specific supplier relationship projects or an overarching SRM strategy development project and should demonstrate the processes and mechanisms that the procurement team and supplier have put in place to work together on a successful project. Examples may be supplier development projects, new product development or innovation projects. Joint entries with suppliers are encouraged.

1. Outline the problem or challenge that this project was looking to resolve. (200 words)
2. Describe your approach, highlighting the best practice or innovative methods you used to address this issue. Where relevant, describe the mechanisms you put in place to work with your supplier/s. (400 words)
3. What were the most challenging aspects of the project and how did you overcome them? (400 words)
4. What were the expected outcomes of the project and what results have been achieved to date? Demonstrate how you measured success and provide evidence of the benefits to the organisation, as well as the feedback you have received from key stakeholders. (600 words)
5. What learnings have been taken and embedded into your organisation/your local community/your suppliers/customers? (200 words)

# ENTRY KIT

## TEAM CATEGORIES

### PROCUREMENT CONSULTANCY PROJECT OF THE YEAR

#### Recognising successful procurement consultancy projects.

This category is open to both procurement teams and consultancy firms who have delivered strategic business improvement projects. Submissions must be case study-led demonstrating how the consultancy firm delivered procurement excellence.

1. Outline the problem or challenge that this project was looking to resolve. (200 words)
2. Describe your approach, highlighting the best practice or innovative methods you used to address this issue. Outline the reasons why the service provider you worked with was chosen. (400 words)
3. What were the most challenging aspects of the project and how did you overcome them? (400 words)
4. What were the expected outcomes of the project and what results have been achieved to date? Demonstrate how you measured success and provide evidence of the benefits to the organisation, as well as the feedback you have received from key stakeholders. (600 words)
5. What learnings have been taken and embedded into your organisation/your local community/your suppliers/customers? (200 words)

### BEST USE OF DIGITAL TECHNOLOGY

#### Recognising innovative technology projects that deliver significant results.

This category is open to procurement or supply chain teams showcasing successful technology projects that have made significant business impact. Technology providers may also enter case study-led projects where they have worked in partnership with the procurement organisation.

1. Outline the problem or challenge that this project was looking to resolve. (200 words)
2. Describe your approach, highlighting the best practice or innovative methods you used to address this issue. (400 words)

3. What were the most challenging aspects of the project and how did you overcome them? (400 words)
4. What were the expected outcomes of the project and what results have been achieved to date? Demonstrate how you measured success and provide evidence of the benefits to the organisation, as well as the feedback you have received from key stakeholders. (600 words)
5. What learnings have been taken and embedded into your organisation/your local community/your suppliers/customers? (200 words)

### BEST APPROACH TO RISK MITIGATION

#### Recognising excellence in supply chain risk management.

This category rewards teams who have successfully managed business risk in order to safeguard their organisations against cost or reputational damage, or mitigated risk within the business or supply chain to gain competitive advantage.

1. Outline the problem or challenge that this project was looking to resolve. Describe the impact of the risk/s to your organisation. (200 words)
2. Describe your approach, highlighting the best practice or innovative methods you used to address this issue. (400 words)
3. What were the most challenging aspects of the project and how did you overcome them? (400 words)
4. What were the expected outcomes of the project and what results have been achieved to date? Demonstrate how you measured success and provide evidence of the benefits to the organisation, as well as the feedback you have received from key stakeholders. (600 words)
5. What learnings have been taken and embedded into your organisation/your local community/your suppliers/customers? (200 words)

# ENTRY KIT

## TEAM CATEGORIES

### OUTSTANDING PEOPLE DEVELOPMENT PROGRAMME

**Recognising excellence in professional procurement capability development.** This category rewards training or development programmes that have substantially raised the capability and influence of the procurement or supply chain team, leading to improved performance, results and business integration. Judges are looking for programmes that develop teams beyond traditional, technical procurement skills.

1. Outline the problem or challenge that this project was looking to resolve. (200 words)
2. Describe your approach, highlighting the best practice or innovative methods you used to address this issue. What skills and competencies did the team need over and above traditional technical procurement skill sets? (400 words)
3. What were the most challenging aspects of the project and how did you overcome them? (400 words)
4. What were the expected outcomes of the project and what results have been achieved to date? Demonstrate how you measured success and provide evidence of the benefits to the organisation, as well as the feedback you have received from key stakeholders. (600 words)
5. What learnings have been taken and embedded into your organisation/your local community/your suppliers/customers? (200 words)

### BEST COLLABORATIVE TEAMWORK PROJECT

**Recognising successful cross-functional teamwork projects.** This category rewards procurement teams who have implemented successful projects, for example a sourcing project or business process improvement initiative, working collaboratively with internal teams or departments.

1. Outline the problem or challenge that this project was looking to resolve. (200 words)

2. Describe your approach, highlighting the best practice or innovative methods you used to address this issue, focusing on the mechanisms you put in place to promote collaborative teamwork. (400 words)
3. What were the most challenging aspects of the project and how did you overcome them? (400 words)
4. What were the expected outcomes of the project and what results have been achieved to date? Demonstrate how you measured success and provide evidence of the benefits to the organisation, as well as the feedback you have received from key stakeholders. (600 words)
5. What learnings have been taken and embedded into your organisation/your local community/your suppliers/customers? (200 words)

### OUTSTANDING DIVERSITY AND INCLUSION PRACTICES IN PROCUREMENT TEAMS

**Recognising diversity in procurement and supply chain teams.** This category rewards procurement teams who have integrated D&I developing a culture and embedding practices that allow the most skilled and talented people to succeed regardless of age, gender, race, physical abilities or sexual orientation.

1. Outline the problem or challenge that this project was looking to resolve. What diversity and inclusion issues are most pertinent in your team/organisation? (200 words)
2. Describe your approach, highlighting the best practice or innovative methods you used to address this issue. (400 words)
3. What were the most challenging aspects of the project and how did you overcome them? (400 words)
4. What were the expected outcomes of the project and what results have been achieved to date? Demonstrate how you measured success and provide evidence of the benefits to the organisation, as well as the feedback you have received from key stakeholders. (600 words)
5. What learnings have been taken and embedded into your organisation/your local community/your suppliers/customers? (200 words)

# ENTRY KIT

## TEAM CATEGORIES

### BEST PROCUREMENT TRANSFORMATION PROGRAMME

#### Recognising procurement transformation projects.

This category is for transformation or large scale business process improvement projects that have resulted in improved business outcomes or increased competitive advantage. Projects can be procurement-led or wider organisational projects, but they must explicitly explain procurements' role and influence on delivering the outcomes.

1. Outline the problem or challenge that this project was looking to resolve. (200 words)
2. Describe your approach, highlighting the best practice or innovative methods you used to address this issue. (400 words)
3. What were the most challenging aspects of the project and how did you overcome them? (400 words)
4. What were the expected outcomes of the project and what results have been achieved to date? Demonstrate how you measured success and provide evidence of the benefits to the organisation, as well as the feedback you have received from key stakeholders. (600 words)
5. What learnings have been taken and embedded into your organisation/your local community/your suppliers/customers? (200 words)

### PROCUREMENT TEAM OF THE YEAR - LARGE ORGANISATION

#### Recognising high performing procurement teams.

This category rewards procurement teams who have made significant improvements to their performance and culture resulting in increased effectiveness, influence, efficiencies, savings or competitive advantage.

*Open to organisations with a turnover of £500m and over.*

1. Outline the problem or challenge that this project was looking to resolve. Highlight the specific areas for improvement and why they were important to increase the performance of the procurement team. (200 words)

2. Describe your approach, highlighting the best practice or innovative methods you used to address this issue. (400 words)
3. What were the most challenging aspects of the project and how did you overcome them? (400 words)
4. What were the expected outcomes of the project and what results have been achieved to date? Demonstrate how you measured success and provide evidence of the benefits to the organisation, as well as the feedback you have received from key stakeholders. (600 words)
5. What learnings have been taken and embedded into your organisation/your local community/your suppliers/customers? (200 words)

### PROCUREMENT TEAM OF THE YEAR - SMALL ORGANISATION

#### Recognising high performing procurement teams.

This category rewards procurement teams who have made significant improvements to their performance and culture resulting in increased effectiveness, influence, efficiencies, savings or competitive advantage.

*Open to organisations with a turnover of under £500m.*

1. Outline the problem or challenge that this project was looking to resolve. Highlight the specific areas for improvement and why they were important to increase the performance of the procurement team. (200 words)
2. Describe your approach, highlighting the best practice or innovative methods you used to address this issue. (400 words)
3. What were the most challenging aspects of the project and how did you overcome them? (400 words)
4. What were the expected outcomes of the project and what results have been achieved to date? Demonstrate how you measured success and provide evidence of the benefits to the organisation, as well as the feedback you have received from key stakeholders. (600 words)
5. What learnings have been taken and embedded into your organisation/your local community/your suppliers/customers? (200 words)

### INDIVIDUAL CATEGORIES

#### LEADER OF THE YEAR (NOT OPEN FOR ENTRY)

Recognising the most influential procurement leader.

This award recognises the most influential procurement leader who is pushing procurement and supply strategy forward and making a positive contribution to the reputation of the profession, through the value they deliver to their own organisations and the work they do to raise the profile of the profession more widely.

**This category is not open for entry. The Leader of the Year will be selected, by a small independent panel, from the 2020 Procurement Power List.**

#### YOUNG TALENT AWARD

Recognising the most influential up and coming procurement talent.

This award will be presented to the profession's 'one to watch' and is open to MCIPS members, or those studying towards MCIPS, aged 30 or under. The judges will look for evidence of achievement that is significant and beyond what is normally expected from managers of this age and experience.

Describe your most significant career achievements to date?

What challenges have you overcome in your career and what have you learnt as a result of them?  
(Total: 500 words for both questions)

#### Compulsory Attachments

All entries must include:

- A statement of endorsement from the CEO/ CFO or equivalent
- Company logo\*
- Head shot\*

*\*Both must be high resolution, minimum 300dpi and in JPEG, PNG or EPS format.*

#### Supporting Materials

You may, if you wish, upload additional supporting material to support your entry. However this must be limited to three single-sides of A4 and should not comprise of information that is central to your case - the judges will expect to see this in your main submission.

Supporting material may including the following:

- Testimonials
- Press clippings
- Performance figures