

BOMA CALGARY EXCELLENCE AWARDS
2023

PINNACLE AWARDS
INNOVATION GUIDEBOOK



PINNACLE AWARDS | INNOVATION

BOMA Calgary is actively involved in recognizing companies and individuals for their efforts to instill excellence in our industry. The purpose of the Pinnacle Awards is to recognize and promote service excellence by BOMA Calgary members in the commercial industry.

The **Pinnacle Award for Innovation** is presented to companies and/or individuals who have implemented a unique program, product or service for the commercial real estate market that has proven client service has increased efficiency, productivity or revenue, created a better way to solve specific needs or an ingenious way to keep customers happy.

MANDATORY REQUIREMENTS & ELIGIBILITY CRITERIA

- Pinnacle Awards are now open to all BOMA Calgary members (property owner/management company or service/supplier company)
- Entrants must be a BOMA Calgary member in good standing
- Entrants must follow the “Written Submission Requirements” outlined below
- Entrants must forward the submission prior to the submission deadline outlined below
- A minimum of 70% or 70 points must be earned to be eligible for an award
- Entrants are to be submitted on a self-nominating basis.
- Entrants may not have won in the same category during the last three years.

FORMAL ENTRY REQUIREMENTS

1. A cover sheet stating the following must be included:
 - Name of company applying for the award
 - Contact Information - the name, phone number and address of the person who will receive all correspondence relating to the award
2. All submission responses/answers should be included directly on the application. (**The submission responses/answers must not exceed five (5) pages, single sided, 12-point type.** All additional material will not be considered.) Details are provided in Section A below.
3. A digital vector line or high-resolution JPG/TIFF copy (300 dpi minimum) of your corporate logo must be provided
4. Submissions must be made on company letterhead using your company standard issue presentation covers.
5. An electronic copy of your Team Photo must be provided (where applicable).

SUBMISSION GUIDELINES

Registration must be made online at [the BOMA awards page](#) and must be received by **4:00 pm on February 10th, 2023**. Fee: \$250.00 (plus GST) made payable to BOMA Calgary (Suite 225, 550 11th Ave SW Calgary, AB T2R 1M7)

Full submissions are due by 4:00 pm on February 28th, 2023. Electronic submissions are preferred and encouraged; in PDF format only (Complete Submission can be uploaded to the submission link shared with your main contact, sent by email to Jay at Jay.Islam@boma.ca. or mail USB to the BOMA Calgary office)

For questions, please contact Jay Islam at Jay.Islam@boma.ca.

“INNOVATION” INTERVIEWS (see sections B for details)

Interviews will be conducted by Judges of your Customers and Employees. A number of questions will be posed that relate to the following:

- Customer Impact and Benefits
- Client Loyalty

SITE VISIT (see Section C for details)

A mandatory site visit will be coordinated with the judges to visit your location and/ or corporate head office to verify your submission, including a review of supporting documentation.

NATIONAL PINNACLE AWARDS

The winner will be eligible to enter the 2023 BOMA Canada national awards competition; visit www.bomacanada.ca for more information.

SECTION A: WRITTEN SUBMISSION

Your written submission should support the company’s approach to innovation and it should make note of specific details that deserve merit. The written submission should be brief (**maximum five pages, single sided, 12-point type**) and address the following. However, the format is open and you are encouraged to include any information that you feel will assist the judges:

1. Describe how innovation is encouraged and rewarded in your company
2. Describe the innovative program, product or service, how it is unique, and how it benefits the commercial real estate industry.
3. Describe how this has benefited your company and/or your clients, and the impact it has on business. How does the innovation make the building owner/manager’s or customer’s job easier, less stressful or more productive? Has it increased your company’s or your client’s efficiency, productivity and/or revenue?
4. Describe how you included employee and/or customer input into the development of the innovation.
5. Identify key clients where this innovation is applied or implemented.

** Clients including employees and contractors.*

SECTION B: “INNOVATION” INTERVIEWS

A survey will be conducted by the judges of your Client(s) or employee and contractors. The survey question will be based on Section A.

1. Provide client name(s), position, and contact number.
2. Provide employee list with name(s), position and contact number. This list does not have to be exhaustive but must be representative of your employees.

SECTION C: SITE VISIT

A mandatory site visit will be coordinated with the judges to visit your location and/or corporate head office to verify your submission, including a viewing of the supporting documentation.

BOMA Calgary 2023 Pinnacle Awards – Judging Sheet (Innovation)

Category: _____ Local: _____

Building Name: _____

CRITERIA		SCORE	SCALE	COMMENTS
A	Innovation Level		15	
B	Innovation is encouraged and rewarded in this company.		15	
C	This innovation has directly benefited this company and its clients.		15	
D	This innovation has directly impacted the commercial real estate industry.		15	
E	It has made the building owner/ manager or customer's job easier, less stressful, or more productive.		10	
F	It has increased efficiency productivity and/ or revenue.		15	
G	This innovation included employee and/ or customer input into the development of the innovation.		15	
			100	

Judge: _____ Date: _____