

# 2021 PINNACLE AWARDS

INNOVATION  
SUBMISSION GUIDEBOOK

**BOMA**  
New Brunswick • Prince Edward Island

# 2021 PINNACLE AWARDS – INNOVATION

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All questions regarding the 2021 BOMA NB/PEI Awards should be addressed to:  
Heather Ferguson at (506) 384-2483 or e-mail:  
[staff@bomanbpei.com](mailto:staff@bomanbpei.com)

# General Information

## Introduction

The purpose of the Pinnacle Award for Innovation is to recognize and promote innovation in the Commercial Real Estate Industry; whether it is a uniquely beneficial program, product or service, a better way to solve specific needs or an ingenious way to keep customers happy.

## Important Dates

<b>March 2, 2021</b>	Call for Entries
<b>April 5, 2021</b>	<b>Deadline for submissions at 4p.m.</b>
<b>April 5 to April 15, 2021</b>	Evaluation of submissions and building visits by judges
<b>April 29, 2021</b>	Winners recognition will be announced at our Virtual Awards Ceremony
<b>April 29, 2021</b>	Winner recognition sent out (via e-notice, LinkedIn, Twitter and Facebook)
<b>July 15, 2021</b>	Deadline for submissions to BOMA Canada
<b>October 21, 2021</b>	National BOMA Awards Gala during the BOMEX 2021

## Terms & Conditions

By applying to the Pinnacle Awards program, you acknowledge and accept the following terms and conditions: Judging results are independently verified by BOMA NB/PEI. All results are final and are not subject to appeal. Judges are industry representatives who volunteer their time and expertise for this program. The BOMA NB/PEI Awards Committee that establishes our criteria is also comprised of industry representatives. Any concerns or issues with regards to the judging of submissions must be made known immediately to the BOMA NB/PEI office prior to the judging audit or the results being provided to the entrant.

## General Information (continued)

### Registration Information

- The first step is to register online at [www.bomanbpei.com](http://www.bomanbpei.com)
- When your registration is done, you will get the instructions for the next steps
- The applicant must work on completing their full submission in accordance with this guidebook
- Once finished all completed submissions (including applicable attachments) can be emailed to:
  - Heather Ferguson at [staff@bomanbpei.com](mailto:staff@bomanbpei.com)
- Only the accredited judges and BOMA NB/PEI management will have access to those documents

### Procedure

- Carefully read the entry requirements / guidebook
- Compile the required documents and information
- Ensure to proof read your submission for typos and grammar
- Make sure all photos are high resolution
- Respect the deadlines

### Eligibility

- Entrants must be BOMA NB/PEI members in good standing
- Property owner/management company or service/supplier company
- Entries are to be submitted on a self-nominating basis
- Entrants may not have won in the same category during the last three years.
- Judging of the entry will be based on your written submission and meeting all the submission requirements as listed on page 5.
- Note the winner of this competition is eligible to enter in the 2021 BOMA Canada national awards competition. Please visit [www.bomacanada.ca](http://www.bomacanada.ca) for more information
- Pinnacle awards are not available at the International level

### Registration Fees

- Fee: \$100.00 + HST
- E-transfer to [staff@bomanbpei.com](mailto:staff@bomanbpei.com)
- Credit Card by calling: 506-384-2483 (process fee may apply)
- Cheques must be made payable to:

**Building Owners and Managers Association of New Brunswick Inc.**  
**P.O. Box 1, Stn Main**  
**Moncton, NB E1C 8R9**

# Submission Guidelines

## Requirements

As a part of the BOMA NB/PEI sustainability initiative, electronic submissions are preferred and encouraged; in PDF format, only. Complete submission can be sent by: email to Heather at [staff@bomanbpei.com](mailto:staff@bomanbpei.com)

The following items will be required as part of your **formal entry package**:

1. A cover sheet stating the following must be included:
  - Name of Property Owner/Management Company or service/supplier company
  - Name
  - Phone number
  - Address of the person who will receive all correspondence.
2. Sections A (page six) describe the components in writing. Ensure that the **written submission does not exceed the maximum number of pages permitted (five pages)**. You are encouraged to include any additional information that you feel will assist the judges (as long as it does not exceed the maximum number of pages permitted).
3. Submissions must be made on company letterhead using your company standard issue presentation covers.
4. A digital vector line or high resolution JPG/TIFF copy of your corporate logo must be provided by email to [tc bent@bomatoronto.org](mailto:tc bent@bomatoronto.org).

## Onsite / Mandatory Documents

### “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

- Provide client name(s), position, and contact number.
- Provide employee list with name(s), position and contact number.

### 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 reviewing of the supporting documentation(s). **Due to COVID-19 and Public Health Guidelines around social distancing, a virtual site visit can be completed.**

### Summary of Judges’ Scoring

Judging of the entry will be based your written submission and meeting all the submission requirements as listed on page five and six.

A minimum of 70% or 70 points must be earned to be eligible. Please refer to the judging sheet on **page seven**.



# COMPLETE GUIDEBOOK

## Written Submission & Supporting Attachments

### 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**) and address the following. You are encouraged to include any additional information that you feel will assist the judges (as long as it does not exceed the maximum number of pages permitted).

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.
  - a. How does the innovation make the building owner/manager's or customer's job easier, less stressful or more productive?
  - b. 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)*

## BOMA NB/PEI 2021 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	
	<b>TOTAL</b>		<b>100</b>	

**Judges:** \_\_\_\_\_ **Date:** \_\_\_\_\_