



Submission Requirements

In addition to the enclosed application, all applicants are required to submit a processing fee of \$350.00, along with the documentation listed below that gives evidence of meeting the criteria above. Submissions come in the form of applicant-supplied documentation, including policy statements and training documents, and three signed and sealed confidential letters of recommendation. All materials are due to ASA at the address below ***no later than December 12, 2008.***

Applicant-supplied Documentation

All documentation must be submitted on 8.5" x 11" paper, with the total entry limited to a 2-inch, three-ring binder. The entry form must be included as the first pages of the binder. Tabs must separate the binder into three sections corresponding to judging criteria, and include materials (mission statement, policies, publications, news articles, advertising, etc.) that speak to the firm's strengths regarding each of the criteria. Each applicant should retain a copy of its entry. All entries become the property of ASA and cannot be returned. **All responses will remain confidential. Applications will not be reviewed by a competitor.**

Corporate Ethics Policy and Procedure

- Written ethics policies, including code of conduct, whistle blower, and/or conflict of interest policy.
- Written ethics procedures, including question submittal and reporting procedure, and presence of a designated ethics officer on staff.
- Ethics training invitation and agenda.

Construction Industry Practices

- Written policy on fair competition practices, including anti-trust, bid shopping and bid peddling, and competitive-bidding law compliance.
- Written safety and health policy and plan.
- Documentation of safety training, including agendas and invitations.

Business Practices

- Financial controls and accounting policy.
- CEO verification of the accuracy of financial statements.
- BBB complaint resolution record, if applicable.
- Equal Employment Opportunity Commission compliance statements and relevant hiring policy.
- Description of methods the company uses to ensure all sales, promotional materials and advertisements are truthful and accurate.
- Community service documentation, such as a thank-you letter or news clipping from recipient organization.

Recommendation Letters

Each applicant must submit at least one recommendation letter from a customer, a competitor, and a subcontractor or supplier. Each letter must contain statements and evidence of the firm's ethical business practices on a corporate and individual level, promotion of the construction industry, and the following tier-specific business and industry practices:

Customer

- Materials and service delivery – meets professional standards, jobsite operations, dispute resolution practices, and respect of the environment.
- Contract negotiation and performance.

Competitor

- Fair and honest competition.

Subcontractor or Supplier

- Contract negotiation and management.
- Ethical and equitable treatment of lower-tier members of the construction team.

Recommendation letters from customer(s) and subcontractor(s) or supplier(s) must come from a representative of a firm with which the applicant firm has worked in the past 12 months. All letters must be kept confidential from the applicant, and submitted in a sealed envelope with the recommender's signature over the seal. The recommender must also make him- or herself available for follow-up questions by the review committee. Any conflict of interest that comes to the attention of the reviewers will result in immediate disqualification of the applicant.

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