2024 Federal Energy and Water Management Awards

Contracting Award Category Narrative Template

Refer to Section 3 of the [Criteria and Guidelines for the 2024 Federal Energy and Water Management Awards](https://www.energy.gov/femp/articles/criteria-and-guidelines-federal-energy-and-water-management-awards) for more complete, detailed guidance and criteria on the information to include in each section below that must be addressed in the narrative. The narrative may be up to **five single-spaced pages** in length using a minimum of 11-point font.

1. Details: Describe the accomplishment achieved during the timeframe up to and including contract award, including details about the contract/procurement and how the nominee(s) enabled its implementation. Also clearly identify at least one best practice employed by the effort.
2. Institutionalization: Discuss how the nominee(s) has or will institutionalize the accomplishments to become standards of practice for the organization, as well as how the accomplishments have been duplicated or adopted elsewhere.
3. Innovation: Describe any new/innovative tools, strategies, and/or processes demonstrated by the nominee(s) in support of the contract award/energy procurement.