

APPLICATION FEE SCHEDULE 2016/17

Performance Excellence Northwest (PENW) and Washington State Quality Award (WSQA) offer reviews of two types of applications: Full and Lite.

The Full Application is identical to the Application to the Baldrige Performance Excellence program. It consists of a title/cover page, copy of *Intent to Apply* form, table of contents, one-page organizational chart, glossary of terms and acronyms/abbreviations, and a five-page organizational profile, plus 50 pages (maximum) in response to the 2015-16 Baldrige Criteria for Performance Excellence.

The Lite Application is an entry-level version. It also consists of a title/cover page, copy of Intent to Apply form, table of contents, one-page organizational chart, glossary of terms and acronyms/abbreviations and a five-page organizational profile, plus 20 pages (maximum) in response to the 2015-16 Lite Criteria.

Payment:

- PENW accepts checks payable to PENW, Purchase Orders, and credit cards for fees. Checks should be mailed to Performance Excellence Northwest, Post Office Box 5941, Kent, Washington 98064.
- Via PayPal at <http://www.performanceexcellence.org/index.php/award-application/fees2>.

A receipt will automatically be generated. Please submit the receipt along with a copy of your Intent to Apply form.

Questions: Contact PENW Liaison, Denise Swafford, 541-956-7087; dswafford@roguecc.edu.

Intent to Apply: 2016 *Intent to Apply* Fee - \$200.00

2016 Lite Application Fees (entry-level version; 20 pages maximum)

Number of Employees	Application Fee	Site Visit/Administrative Fees
1-50 employees	\$885	N/A
51-250 employees	\$1500	N/A
251-500 employees	\$2200	N/A
501+ employees	\$2800	N/A

2016 Full Application Fees (comparable to Baldrige Performance Excellence; 50 pages maximum)

Number of Employees	Application Fee	Site Visit/Administrative Fee
1-50 employees	\$1500	\$500 + actual expenses
51-250 employees	\$3500	\$500 + actual expenses
251-500 employees	\$5000	\$500 + actual expenses
501+ employees	\$6200	\$500 + actual expenses

**2016 FULL AND LITE APPLICATION PROCESS
(INFORMATION AND INSTRUCTIONS)**

PENW accepts applications from the following sectors: (1) Business; (2); Not-for-Profit; (3) Health Care; (4) Public; (5) Education. All applications are received and reviewed in strict confidence.

Process Steps	Application Levels	
	LITE APPLICATION	FULL APPLICATION
1. File <i>Intent to Apply</i> Application Form	Required at least three months in advance of intention to submit application. \$200 fee to be submitted with <i>Intent to Apply</i> form.	Required at least three months in advance of December 1 due date. \$200 fee to be submitted with <i>Intent to Apply</i> form.
2. Determine Application Deadline	January 1, April 1, July 1, or October 1 Applications are due on the first business day of the applicable quarter. A limited number of applications are accepted each quarter.	December 1 Applications are due on the first business day of December
3. Review Criteria used to Create Application	<i>2015-16 Lite Assessment Criteria for Performance Excellence</i> Application submitted must be in response to the <i>2015-16 Criteria</i>	<i>2015-16 Full Assessment Criteria for Performance Excellence</i> Application submitted must be in response to the <i>2015-16 Criteria</i>
4. Organizational Profile	Required Not to exceed five (5) pages	Required Not to exceed five (5) pages
5. Application Presentation	Submit Application in this order: 1. Title/Cover Page 2. Copy of <i>Intent to Apply</i> Form 3. Table of Contents 4. One-page Organizational Chart 5. Glossary of Terms and Acronyms/Abbreviations 6. Five-page Organizational Profile 7. Responses not to exceed twenty (20) pages in response to <i>2015-16 Lite Criteria</i> (not including items 1-6 above)	Submit Application in this order: 1. Title/Cover Page 2. Copy of <i>Intent to Apply</i> Form 3. Table of Contents 4. One-page Organizational Chart 5. Glossary of Terms and Acronyms/Abbreviations 6. Five-page Organizational Profile 7. Responses not to exceed fifty (50) pages in response to <i>2015-16 Baldrige Criteria</i> (not including Items 1-6 above)

	<p>Font size: Minimum 11” (10” font okay for charts and graphs) Margins: One-inch margins (top/bottom; right/left) Copies: Five (5) copies of Application should be double-sided, paginated, and spiral-bound. (See no. 13 below).</p>	<p>Font size: Minimum 11” (10” font okay for charts and graphs) Margins: One-inch margins (top/bottom; right/left) Copies: Ten (10) copies of Application should be double-sided, paginated, and spiral-bound. (See no. 13 below).</p>
6. Site Visit	Not Applicable	Site Visits will be offered as determined by the Panel of Judges
7. Executive Briefing	To be provide within 4-6 weeks of delivery of feedback report.	To be provided within 4-6 weeks of deliver of feedback report.
8. Examiner Volunteer	Applicant organizations are strongly encouraged to commit one examiner volunteer for training approximately one (1) year prior, during, or within one (1) year after submitting the Lite Application.	Applicant organizations are strongly encouraged to commit one (1) examiner for training approximately one (1) year prior, during, or within one year after submitting the Full Application.
9. Award Level Eligibility	Applicant will receive a letter from PENW/WSQA recognizing submission of the Lite Application, along with a Feedback Report.	<p>Applicant will receive one of these four award levels:</p> <ol style="list-style-type: none"> 1. Certificate of Commitment: This level is the starting point for organizations beginning to adopt and apply quality principles as defined by Baldrige Criteria 2. Achievement Level Award: This intermediate level is for those organizations demonstrating significant progress toward excellence defined by the Baldrige Criteria. 3. Leadership Level Award: This is an advanced level for organization’s demonstrating significant progress toward excellence based on Baldrige Criteria. 4. Excellence Level Award: This is an exceptional level recognizing organizations that have demonstrated the highest level of performance excellence based on Baldrige Criteria. <p>Award level is determined by the PENW Panel of Judges and reviewed and approved by the PENW Board of Directors.</p>

Process Steps (Continued)	Application Levels (Continued)	
	LITE APPLICATION	FULL APPLICATION
10. Application Review Process	<p>Lite Applications are reviewed by 2-3 examiners and a judge-mentor.</p> <p>Applicants receive a Feedback Report and Executive Briefing following the review.</p> <p>The on-site visit is <u>not</u> offered for Lite Applications.</p>	<p>Full Applications are reviewed by 5-10 examiners, with a lead judge acting as coach.</p> <p>Reviews include Independent Review, Consensus Review, Potential Site Visit, Feedback Report and Executive Briefing.</p> <p>Excellence Level and Leadership Level applicants will be offered a site visit.</p> <p>Achievement Level Award applicants may receive a site visit – to be determined by the Panel of Judges.</p>
11. Feedback Report	<p>A Feedback Report at the Item level and an Executive Briefing will be provided to Applicant.</p> <p>Scoring ranges will be provided at the Item level.</p>	<p>A full Feedback Report including Key Themes and Item Feedback, and an Executive Briefing will be provided to the Applicant.</p> <p>Scoring ranges will be provided at Item level.</p>
12. Fees	<p>Letter of Intent: \$200 Application Fee: Varies by organization size (see <i>2016 Fee Schedule</i> above)</p>	<p>Letter of Intent: \$200 Application Fee: Varies by organization size (see <i>2016 Fee Schedule</i> above)</p>
13. Submission of Application (Electronic and Hard Copy)	<p>Five (5) copies of your Lite Application must be mailed on the first business day of the quarter.</p> <p>All five copies copy should be submitted to PENW: Performance Excellence Northwest Post Office Box 5941 Kent, Washington 98064</p> <p>An electronic copy should be forwarded to the PENW Liaison: Bruce Requa: bruce@mosogroup.com</p>	<p>Ten (10) copies of your Full Application must be mailed no later than the first business day in December.</p> <p>All ten copies should be submitted to PENW: Performance Excellence Northwest Post Office Box 5941 Kent, Washington 98064</p> <p>An electronic copy should be forwarded to the PENW Liaison: Bruce Requa: bruce@mosogroup.com</p>