

INTENT TO APPLY AND DETERMINATION OF ELIGIBILITY FORM

This *Intent to Apply* form can be used by all applicants, including those organizations submitting to meet the requirements set forth by the Washington State legislature.

This form is valid for one year from the date signed. If applicant does not submit a Full or Lite Application within one year of submitting this *Intent to Apply* form, along with the associated \$200.00 fee, applicant will be required to re-submit the *Intent to Apply* form and an additional \$200.00 fee.

APPLICANT INFORMATION

Organization Name:

Prior Names (if applicable):

Other Names (if applicable):

Address:

Telephone Number(s):

Has Applicant submitted a prior PENW or WSQA Full or Lite Application?

Yes No

If yes, when (year):

Does Applicant intend to submit a Full or Lite Application? Full Lite

SECTOR

- Business/Not-for-Profit
- Healthcare
- Education

CRITERIA: To get copies of the appropriate *Baldrige Excellence Framework* (Full applications) or *Baldrige Excellence Builder* (Lite applications) please contact the Baldrige program (www.nist.gov/baldrige/publications) or email askus@PerformanceExcellenceNW.org.

INTENT TO APPLY, APPLICATION, AND ASSESSMENT FEES

1. **INTENT FEE** of \$200.00 is applicable to all applicants (LITE and FULL) and due with submission of this *Intent to Apply* form. Checks and purchase orders should be made payable to Performance Excellence NW. You may also use PayPal to pay by credit card on the PENW website at www.PerformanceExcellenceNW.org.

Important Note: The *Intent to Apply* form and \$200.00 fee must be submitted one quarter (90 days) in advance of the intended submission deadline.

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2. APPLICATION DEADLINES AND FEES

A. LITE Application

Filing deadline: at least 90 days prior to Lite application submission (1st day of each quarter)

Submission Deadline (Choose One):

- Jan. 1**
- Apr. 1**
- Jul 1**
- Oct. 1**

Application Fee (determined by organization’s size)

| No. of Employees | Examination Application Fee | Site Visit Administrative Fee |
|------------------|-----------------------------|-------------------------------|
| 1-50 | \$885.00 | N/A |
| 51-250 | \$1,500.00 | N/A |
| 251-500 | \$2,200.00 | N/A |
| 501+ | \$2,800.00 | N/A |

B. FULL Application

Filing Deadline is October 1st

Important Note: Full Applications are assessed once per year beginning on January 1 and must be submitted (paper and electronic versions) on or before January 1 due date.

Application Fee (determined by organization’s size):

| No. of Employees | Examination Application Fee | Site Visit Administrative Fee |
|------------------|-----------------------------|-------------------------------|
| 1-50 | \$1,500.00 | \$500.00 + Actual Expenses |
| 51-250 | \$3,500.00 | \$500.00 + Actual Expenses |
| 251-500 | \$5,000.00 | \$500.00 + Actual Expenses |
| 501+ | \$6,200.00 | \$500.00 + Actual Expenses |

2. CONTACT AND ORGANIZATION INFORMATION

A. Highest Ranking/Chief Officer in Applicant’s Organization

Name:

Title:

Address:

Telephone Number(s):

Email:

B. Official Contact Person for the Examination Process

(If different from contact listed above)

Name:

Title:

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Address:
Telephone Number(s):
Email:

C. Examiner Training

Applicants are encouraged to provide one individual from the organization for examiner training prior to submitting a Lite or Full Application. Training date(s) are scheduled annually and posted on the PENW website at www.PerformanceExcellenceNW.org.

Individuals Interested in Examiner Training:

Name:
Title:
Address:
Telephone Number(s):
Email:

If Applicant registers more than one examiner, please provide contact information for the other individual(s) on a separate sheet of paper.

D. SIZE AND LOCATION(S) FOR ORGANIZATION:

No. of Employees:
No. of Sites:

If more than one site exists for the organization, provide a brief description and complete address for each site (attach additional sheet of paper if necessary).

E. SUBSIDIARY INFORMATION:

Is Applicant a unit, division, or other function/component of a larger parent organization?

- Yes
 No

If no, skip to *Disclosure and Release Statement*. If yes, provide the following information:

Name of Parent Organization:
Name of Highest Ranking Official:
Title:
Address:
Telephone Number(s):
Email:

Indicate if other units within the parent organization offer similar products or services:

- Yes
 No

If yes, briefly describe major business support functions provided from parent organization to Applicant (attach additional sheet of paper if necessary).

Disclosure and Release Statement

The signing official attests that the information provided in this *Intent to Apply* form and the *Lite* or *Full Application* to be submitted on behalf of the Applicant is accurate and true to the best of his/her knowledge. Full disclosure of any circumstances that may negatively affect an award has been made with submission of this *Intent to Apply* form. The signing official understands the PENW program may verify this information, and that untruthful or misleading information may result in forfeit of an Award. Also, the signing official certifies that the Applicant filing this *Intent to Apply* is not engaged in any activity (past or present) that could be deemed embarrassing to the state where Applicant's business is located, to that state's governor, nor PENW. The official signing this form further understands he/she must immediately notify PENW if the organization's status changes during the next twelve months. If changes do occur, the Applicant may be asked to revalidate this disclosure at that time.

Waiver of Right to Bring Suit

PENW utilizes a security-enhanced online software program to for examining customer applications. This program is licensed by Rocky Mountain Performance Excellence (RMPEX) to PENW for use by its examiners, judges, and others involved in the examination and administration of the regional quality award program The agreement between PENW and RMPEX requires that Applicants waive their right to bring suit against PENW and RMEX, their licensees, agents or assigns and releases them, their licensees, agents or assigns from any claims, action, or losses arising from the use of the software in conjunction with evaluating the *Lite* or *Full Application* document submitted by the Applicant. By submitting this *Intent to Apply*, the Applicant waives its right to bring suit as defined above.

The signing official also understands that members of the PENW Board of Examiners will be using cell phones, cordless phones, email, personal computers, laptops, and the aforementioned web-based software program to review and discuss the Applicant's application among team members, judge mentors, and other authorized individuals involved in the process.

Potential Site Visit Evaluation

Applicants submitting a Full Application may be eligible for a site visit based on level attained during the examination. Please note that not all Full applicants will be recommended for a site visit and Lite Applicants are not eligible.

If the applicant is selected for a site visit, an additional fee of \$500 plus actual expenses for each examiner will be required. The signing official agrees to host the PENW Examination Team, arrange for meeting space, and other logistics necessary for the visit. The Applicant will also participate in an open and unbiased review of the organization.

Signature

Date

Printed Name

Title

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Send this completed *Intent to Apply* form with \$200.00 fee, payable to Performance Excellence Northwest, to:

Performance Excellence Northwest
Post Office Box 5941
Kent, Washington 98064

Alternatively, email a signed copy of the completed *Intent to Apply* form to askus@PerformanceExcellenceNW.org and send payment via PayPal at www.PerformanceExcellenceNW.org.