

**Performance Excellence Award
Letter of Intent**

Award Cycle Year: _____

Organization _____

Address _____

Authorizing Official

Name _____

Title _____

Telephone Number _____

Email _____

Official Contact Person

Name _____

Title _____

Address (if different from above)

Telephone Number _____

Fax Number _____

Email _____

Participant Sector (check one)

- | | |
|--|---|
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Service |
| <input type="checkbox"/> Healthcare | <input type="checkbox"/> Government |
| <input type="checkbox"/> Education | <input type="checkbox"/> Not for Profit |

Where are your headquarters?

MN SD ND other: _____

Number of Locations _____

Number of Employees _____

Which Criteria will you be using?

Business/NFP Education Healthcare

Is your organization currently a PEN member?

Yes No

Number of Evaluators serving this cycle: _____

Our organization will participate using:

- Narrative-Based (50-page) Evaluation
- Baldrige *Express*-Based Evaluation

Evaluation Timing

Letter of Intent is due March 1 (for May 1 application submission), June 1 (for August 1 application submission), or September 1 (for November 1 applicant submission). Site visits are 3-4 months after submission of application.

Letter of Intent Submission: 3/1 6/1 9/1

Application Submission: 5/1 8/1 11/1

Preferred Site Visit weeks: _____

Evaluation Fees

Fees are listed on page two. Enclose 20% of your estimated base fee (nonrefundable) with this Letter of Intent to cover initial processing. The balance of the participation fees will be invoiced upon completion of the site visit. *Make checks payable to Performance Excellence Network* and send to: Performance Excellence Network, 1821 University Ave W, Suite S256, St. Paul MN 55104.

**Agreement to Terms &
Certification of Good Corporate Citizenship**

We understand the requirements of the assessment/Award process and agree to comply with the process and timeline. We agree to host a site visit and will facilitate an open and unbiased evaluation. We agree to abide by the PEN Code of Ethics. We certify that our organization is a good corporate citizen and that there is nothing in our organization's background (financial, tax status, outstanding litigation, human resource or environmental issues, etc.) that could be embarrassing to the Performance Excellence Network or the Performance Excellence Award; we agree to disclose any such issues to PEN; we understand that we may be asked to revalidate this certification at a later date when recognition levels may be assigned. We give permission to PEN to publicize our participation to raise awareness of the program; we agree to participate in the annual Award conference. We agree to provide at least the number of serving Evaluators to the current year Award cycle as is suggested on page 2.

Signature, Authorizing Official

Date



Performance • Excellence • Network
A Catalyst for Success for 25 Years

Rev 1/13

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S256W
St. Paul, MN 55104
Phone: 612-462-3577
Web:
www.councilforquality.org
Email:
info@councilforquality.org**

Performance Excellence Award Letter of Intent

Participation Fees

Members	Members	Non-
Base Fee		
• Small Organizations (1 site and/or 1-999 employees)	\$ 7,500.00	\$ 10,000.00
• Medium Organizations (2-3 sites and/or 1000-9999 employees) 13,000.00	\$ 10,000.00	\$
• Large Organizations (4+ sites and/or 10,000+ employees) 18,000.00	\$ 14,000.00	\$

Call PEN for a discussion regarding your organization's fees, as appropriate. Discounts are available for non-profit organizations and small businesses, as needed.

These fees cover all costs associated with our assessment process, including the Evaluator team's Independent Review, Consensus, Site Visit, Feedback Report preparation, Improvement Planning Session, and judging for the Performance Excellence Award. For organizations with out-of-state travel requirements, with significant in-state travel requirements, and/or with significantly more than four sites, the fees may be increased to cover additional site visit costs.

The fee also includes training fees for one Evaluator to an upcoming Board of Evaluators training session. Because having internal knowledge of the Baldrige framework is critical to advancing excellence within your organization, the Performance Excellence Network requires applicant organizations to provide volunteer Evaluators to serve in the current Award application cycle (or to make arrangements to serve in the next cycle). Requirements are as follows:

- 1+ Evaluators for organizations 1-499 employees
- 2+ Evaluators for organizations 500-999 employees
- 3+ Evaluators for organizations 1000-4999 employees
- 4+ Evaluators for organizations 5000+ employees

Evaluators can be any staff member within the organization, but are typically senior leaders, quality/improvement professionals, and/or other functional leaders. We seek a variety of expertise on our Board of Evaluators – those representing different sectors (manufacturing, service, non-profit, healthcare, education, and government), those possessing different functional expertise (quality, finance/accounting, human resources, operations, IT, etc.), and those at different levels of leadership.

If selecting Baldrige Express (survey-based evaluation), the base fees above are for the first 100 web-based surveys. A sample size of over 100 surveys is negotiable, and additional fees apply.