



**2006 AZ State Quality Awards  
Program  
Intent to Apply Agreement**



This document provides the framework between \_\_\_\_\_, hereafter referred to as applicant, and the Arizona Quality Alliance, for the submission of an Arizona State Quality Awards Program application during the 2006 Awards Cycle.

The applicant should carefully review the dates in italics on page 2 of the agreement, and notify AQA immediately if these dates are not acceptable. Both parties will adhere to the proposed dates unless unforeseen or unavoidable circumstances arise. The applicant should also carefully review the eligibility requirements on page 2.

**The applicant is applying for:** \_\_\_\_\_ SQA - Large Organization (more than 500 employees)  
 \_\_\_\_\_ SQA - Medium Organization (100-499 employees)  
 \_\_\_\_\_ SQA - Small Organization (1-99 employees)  
 \_\_\_\_\_ Showcase in Excellence Award

**Application Fees:**

<b>State Quality Awards</b>		<b>Showcase in Excellence Awards</b> <i>(per submission)</i>	
Small (1 to 99 employees)	\$1,400	Member	\$500
Non-member	\$1,800	Non-member	\$750
Medium (100 - 499 employees)	\$2,100		
Non-member	\$3,000		
Large (500 or more employees)	\$3,000		
Non-member	\$4,000		

**By completing and submitting this agreement, the applicant agrees to the following items:**

- At least 50% of the application fee is due immediately, with the remainder due at application submittal.
- The applicant agrees to host a site visit and must select dates from the below chart; however, determination of applicant site visits are dependent on initial review of the application. If your application qualifies, you agree to reimburse AQA for the costs incurred by the site visit team and site visit monitor, if applicable. These costs commonly included hotel accommodations, food, transportation, etc. The examiner team determines the site visit duration.

<b>REQUIRED DATES:</b>		
<i>Applicant Site Visit</i> (Reserve & circle <b>at least</b> 1 of 2 weeks listed - 1 will be selected)	Week of September 25 – September 29  (also possibly evening of 9/24)	Week of October 2 – October 6  (also possibly evening of 10/1)

- If the applicant, for any reason, chooses not to submit the application, 50% of the fee is due and non-refundable. It may, however, be applied towards the next year's award cycle.
- The applicant will submit an application that follows the guidelines provided in the Criteria booklet/ Application Guidelines.
- The applicant agrees to provide to AQA both a written and electronic copy of the original application edited for general public consumption.
- The applicant gives permission for AQA to use the organization's recipient status and edited application (see above) for marketing and promotional materials for the Awards program and the Arizona Quality Alliance.

- If the applicant receives an Award, it will share non-proprietary information on successful performance strategies with other Arizona organizations, including participation in AQA Conferences and events.
- The Governor's Advisory Council on Quality may request additional information concerning the applicant's organization if issues are identified that could affect the credibility and valuation of the Awards. This information must be supplied, if requested, to the Arizona Quality Alliance or other designated representatives of the Council.

**AQA agrees to the following items:**

- Unless the applicant is a recipient, AQA will not disclose its identity to anyone other than members of the Board of Examiners, Panel of Judges, or Governor's Advisory Council on Quality.
- A training session on the application and site visit preparation may be conducted by AQA at the applicant's choice of location and time prior to application submittal. Any charges for this session are the responsibility of the applicant.
- AQA will coordinate the application process and ensure the examiner team is properly constituted.
- AQA will deliver a single printed copy and an electronic copy of the Feedback Report to the applicant's Contact person at the conclusion of the application process.

**Proposed timeframes:**

*Intent to Apply Form submitted by applicant to AQA – June 16<sup>th</sup>, 2006*

*Application submitted by applicant to AQA – July 14<sup>th</sup>, 2006*

*Site visit– September 25-October 6, 2006*

*Applicants notified of award selection/non-selection – November 17<sup>th</sup>, 2006*

*Feedback report prepared and sent to applicant – December 1<sup>st</sup>, 2006*

*AZ State Quality Awards Program Banquet – December 14<sup>th</sup>, 2006*

**Organization Eligibility and Restrictions**

The Arizona State Quality Awards Program is open to any Arizona organization with at least 50% of their assets, revenues, or employees based in Arizona. Any organization with their organizational headquarters located in Arizona is also eligible. The organization may be in the manufacturing or service sector, profit or not-for-profit, private or public sector, local, state or federal. The organization must have existed at least one year prior to submitting an Award application. The organization must be permanent; i.e., it must not be a private sector organization unit with a defined limited life or an ad-hoc committee, board, or other such unit in the public sector. Organizations whose purposes are primarily social are not eligible. An organization must have more than two full-time employees to be eligible. Health care organizations, educational institutions in the private or public sector, and school districts are eligible. Federal government agencies and/or branches of such are eligible provided they meet other eligibility requirements.

An organization is eligible only if all major operations of the applicant may be inspected as part of the State Quality Awards Program. This means that the organization's operations, activities, and results can be assessed and visited by a team of examiners. Verification of information in written applications will be made by contact with members of the organization. Information obtained in the application and subsequent verification activities will be protected as confidential. In the public sector, an organization that is part of a larger entity must have sufficient autonomy and authority to make decisions, initiate actions, implement programs, and allocate resources free from the direct control of the larger entity. For example, a college within a university is eligible if it can demonstrate sufficient independent control over the factors that affect the quality of its processes and services.

**Parent-Subsidiary Restrictions** *(for SQA Applicants only – does not apply to Showcase Awards)*

A subsidiary and its parent organization may not apply for the Award in the same year; a public sector organization that is part of a larger entity cannot apply if the larger entity applies. Only one subsidiary of a parent organization or only one public sector organization of a larger entity may apply simultaneously; however, different subsidiaries of the same parent organization may concurrently apply during the same calendar year.

If you have questions about your organization's eligibility, please call the AQA staff (602) 364-7082.



## Release Statement

We agree to all terms stated above and attest to the validity and truth of all information we have provided. We understand that by applying for the Arizona State Quality Awards Program, we accept all the requirements of the Arizona State Quality Awards Program process. The application fee is non-refundable. We agree to host a site visit and to facilitate an open and unbiased examination. We understand that our organization must reimburse the Arizona Quality Alliance (AQA) for reasonable costs and expenses associated with a site visit and the team of examiners.

The Governor's Advisory Council on Quality or AQA may request additional information concerning our organization if issues are identified that could affect the credibility and valuation of the Awards. This information must be supplied, if requested, to the AQA or other designated representatives of the Council. If we are named as a potential Award recipient, we agree to make AQA or designated representatives of the Governor's Advisory Council on Quality aware upon inquiry of any current or pending regulatory, criminal, or civil action that could damage the reputation of the Arizona State Quality Awards Program process.

If our organization is selected to receive an Award, we agree to share non-proprietary information on our successful performance and quality strategies with other Arizona organizations. This includes participation in Conferences or other events sponsored by AQA. By applying for the Awards, the applicant agrees to provide to AQA both a written and electronic copy of the original application edited for general public consumption. The applicant also agrees to allow AQA to use this edited application as well as the organization's name as a recipient of the Awards in educational, marketing and promotional materials for the Awards program and the AQA.

\_\_\_\_\_  
Signature, Contact Person of Applicant

\_\_\_\_\_  
Title

Date \_\_\_\_\_

\_\_\_\_\_  
Signature, Other Official if required by Applicant

\_\_\_\_\_  
Title

Date \_\_\_\_\_

**\*\*\*Please remember to complete the "Required Dates" table for Site Visits on Page 1**

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Please print a copy of this agreement, sign where appropriate, and mail the original and a minimum of 50% of the application fee to AQA. You may wish to follow-up with AQA to ensure receipt of the agreement.

**Send agreement and payment to:**

Arizona Quality Alliance  
Two North Central Avenue, Suite 2200  
Phoenix, Arizona 85004