

This document contains the Application Form and checklist for the 2019 Malcolm Baldrige National Quality Award. Before filling out the form, please read the [Application Content and Format](https://www.nist.gov/baldrige/application-content-and-format) guidelines on our website [https://www.nist.gov/baldrige/application-content-and-format].

The form uses text fields () that expand as you type. To enter text, place your cursor in the field, click to highlight the field, and begin typing. Use the Tab key to navigate to the next field.

Paperwork Reduction Act Statement

This collection of information contains Paperwork Reduction Act (PRA) requirements approved by the Office of Management and Budget (OMB). Notwithstanding any other provisions of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the PRA unless that collection of information displays a currently valid OMB control number. Public reporting burden for this collection is estimated to be 60 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any aspect of this collection of information, including suggestions for reducing this burden, to the National Institute of Standards and Technology, Attn: Robert Fangmeyer, Director Baldrige Program, robert.fangmeyer@nist.gov.

OMB Control No. 0693-0006

Expiration Date: 06/30/2019

Privacy Act Statement

Authority: The National Institute of Standards and Technology Act, as amended, 15 U.S.C. 271 et seq. (which includes Title 15 U.S.C. 272) and section 12 of the Stevenson-Wydler Technology Innovation Act of 1980, as amended, 15 U.S.C. 3710a. The Baldrige Awards Program was created under public law 100-107 The Malcolm Baldrige National Quality Improvement Act of 1987. 5 U.S.C. App.-Inspector General Act of 1978, § 2; 5 U.S.C. App.-Reorganization Plan of 1970, § 2; 13 U.S.C. § 2; 13 U.S.C. § 131; 15 U.S.C. § 272; 15 U.S.C. § 1151; 15 U.S.C. § 1501; 15 U.S.C. § 1512; 15 U.S.C. § 1516; 15 U.S.C. § 3704b; 16 U.S.C. § 1431; 35 U.S.C. § 2; 42 U.S.C. § 3121 et seq.; 47 U.S.C. § 902; 50 U.S.C. App. § 2401 et seq.; E.O. 11625; 77 FR 49699 (Aug. 16, 1012).

Purpose: The National Institute of Standards and Technology (NIST) oversees the Baldrige Performance Excellence Program (BPEP) which is the nation's only Presidential award for performance excellence and offers a wide array of award-winning products and services, including the world-renowned Baldrige Excellence Framework. The function/purpose of the information collections is to support the needs and activities of the internal and external customers in support of this mission.

Routine Uses: NIST will use this information to conduct necessary government business for the processing and the support needs of the BPEP. Disclosure of this information is permitted under the Privacy Act of 1974 (5 U.S.C. Section 522a) to be shared among NIST staff for work-related purposes. Disclosure of this information is also subject to all the published routine uses as identified in the Privacy Act System of Records Notices: COMMERCE/ DEPT- 18: Employee Personnel Files Not Covered by Notices of Other Agencies; COMMERCE/DEPT-23: Information Collected in Connection with Department of Commerce Activities, Events, and Programs

Disclosure: Furnishing this information is voluntary, however, this information is required to obtain authorization to gain access to and participate in the specified BPEP activity. The failure to provide accurate information may delay or prevent you from participating in the activity. Submitting voluntary information constitutes your consent to the use of the information for the stated purpose.

2019 Award Application Form

Malcolm Baldrige National Quality Award

OMB Clearance #0693-0006

Expiration Date: 06/30/2019

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1. Your Organization

| | |
|-----------------|--|
| Official name | |
| Mailing address | |

2. Award Category and Criteria Used

- a. Award category (Check one.)
- Manufacturing
 - Service
 - Small business. The larger percentage of sales is in (*check one*) Manufacturing Service
 - Education
 - Health care
 - Nonprofit
- b. Criteria used (Check one.)
- Business/Nonprofit
 - Education
 - Health Care

3. Official Contact Point

Designate a person with in-depth knowledge of the organization, a good understanding of the application, and the authority to answer inquiries and arrange a site visit, if necessary. *Contact between the Baldrige Program and your organization is limited to this individual and the alternate official contact point. If this official contact point changes during the application process, please inform the program.*

Mr. Mrs. Ms. Dr.

| | |
|------------------------------------------|---------------------------------------------------------------------------------|
| Name | |
| Title | |
| Mailing address | <input type="checkbox"/> Same as above |
| Overnight mailing address | <input type="checkbox"/> Same as above (<i>Do not use a P.O. box number.</i>) |
| Telephone (office and cell, if possible) | |
| Fax | |
| Email | |

4. Alternate Official Contact Point

Mr. Mrs. Ms. Dr.

| | |
|-----------|--|
| Name | |
| Telephone | |
| Fax | |
| Email | |

5. Release and Ethics Statements

Release Statement

I understand that this application will be reviewed by members of the Board of Examiners. If my organization is selected for a site visit, my organization will

- host the site visit,
- facilitate an open and unbiased examination, and
- pay reasonable costs associated with the site visit (see [Baldrige Award Process Fees](https://www.nist.gov/baldrige/baldrige-award/award-process-fees/) at <https://www.nist.gov/baldrige/baldrige-award/award-process-fees/>).

If selected to receive an award, my organization will share nonproprietary information on its successful performance excellence strategies with other U.S. organizations.

Ethics Statement and Signature of Highest-Ranking Official

I state and attest that

- (1) I have reviewed the information provided by my organization in this award application package.
- (2) To the best of my knowledge, this package contains no untrue statement of a material fact and omits no material fact that I am legally permitted to disclose and that affects my organization's ethical and legal practices. This includes but is not limited to sanctions and ethical breaches.

| | |
|--|--|
| | |
|--|--|

Signature _____ Date _____

Mr. Mrs. Ms. Dr.

| | |
|-----------------|----------------------------------------|
| Printed name | |
| Job title | |
| Applicant name | |
| Mailing address | <input type="checkbox"/> Same as above |
| Telephone | |
| Email | |

Award package must be postmarked by April 23, 2019

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6. Fees

Indicate the amounts enclosed. (See the [Baldrige Award Process Fees](https://www.nist.gov/baldrige/baldrige-award/award-process-fees) page on our website [https://www.nist.gov/baldrige/baldrige-award/award-process-fees].)

| | |
|-----------------|---------|
| Application fee | |
| Total | \$ 0.00 |

Indicate your method of payment.

| | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------|--|
| <input type="checkbox"/> Check (enclosed) <input type="checkbox"/> Money order (enclosed) <i>Make payable to the Malcolm Baldrige National Quality Award.</i> | | | |
| <input type="checkbox"/> ACH payment <input type="checkbox"/> Wire transfer | | Checking XXXXXX | |
| <i>Before sending an ACH payment or wire transfer, notify the American Society for Quality (ASQ; [414] 765-7205, or BaldrigeContractAdmin@asq.org). Reference the Baldrige Award with your payment.</i> | | | |
| <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express | | | |
| Card number | | Authorized signature | |
| Expiration date | | Printed name | |
| Card billing address | | Today's date | |

W-9 Request

If you require an IRS Form W-9 (Request for Taxpayer Identification Number and Certification), contact ASQ at (414) 765-7205.

Note: Do not include this page (page A-2 of the Application Form) in your PDF file. Instead, submit one paper copy with your award application package.

7. Submission

Include proof of the mailing date. Send the package via

- a delivery service (e.g., Airborne Express, Federal Express, United Parcel Service, or United States Postal Service [USPS] Express Mail) that automatically records the mailing date or
- the USPS (other than Express Mail) and include a dated receipt from the post office.

If you are unable to respond to any item, call (877) 237-9064, option 3, before submitting your award application package.

1. Award Application Package

- I have included 30 individually bound paper copies of my organization's application **and** 1 CD containing the application as a printable PDF file

2. Format

- The application meets all formatting requirements. (See [Application Content and Format](#) webpage and Details document)

3. Application

The 30 paper copies of the application each contain (and the CD version contains) the following sections, as well as the labeled tabs or divider pages indicated in [Application Content and Format](#) webpage and Details document:

- blank front cover
- title page
- Table of Contents
- page A-1 of the 2019 Application Form
- date-stamped copy of the Eligibility Certification Form received from ASQ
- date-stamped copy of the organization chart(s) received from ASQ
- Glossary of Terms and Abbreviations
- Organizational Profile
- Responses Addressing All Criteria Items
- blank back cover

4. Page A-2 of the Application Form

- I have included one paper copy of page A-2.

5. Fees

- I have indicated my method of payment for the application fee.
- If paying by check or money order, I have made it payable to the **Malcolm Baldrige National Quality Award** and included it in the award application package.

6. Submission

- I am submitting the award application package no later than April 23, 2019 (on paper and CD).
- I have included proof of the mailing date. (See page A-2.)
- I am sending the complete award application package to

Malcolm Baldrige National Quality Award
c/o ASQ—Baldrige Award Administration
600 North Plankinton Avenue
Milwaukee, WI 53203
(414) 765-7205