**VENDOR QUESTIONNAIRE**

Provide a detailed response to each question. “You” and “company” refers to the bidder.

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| **Information Sought** | **Bidder Response** |
| **1.** **Contact Information** |  |
| Bidder’s sole contact person during the RFP process. Include name, title, email, and phone number. |  |
| Person authorized to receive and sign a resulting contract. Include name, title, email, phone number. |  |
| **2.** **Company Background Information** |  |
| Legal business name and address. Include business entity designation, e.g., sole proprietor, Inc., LLC, or LLP. |  |
| What state was the company formed in? |  |
| Phone number |  |
| Website address |  |
| Number of years in business and number of employees |  |
| Legal business name and address of parent company, if any |  |
| Has bidder ever been debarred, suspended, or disqualified from bidding or contracting with any entity? If yes, provide the date, the entity, and details about the situation. |  |
| Within the last 5 years, has your company or any of its related business entities defaulted on a contract or had a contract terminated for cause? If yes, provide the date, contracting entity, type of contract, and details about the termination or default. |  |
| **3.** **Prior Experience** |  |
| Describe at least 3 relevant experiences from the last 5 years supporting your ability to successfully manage a contract of similar size and scope for the work described in this RFP. |  |
| **Experience 1** |  |
| Company name  Contact name  Contact phone  Contact email |  |
| City  State  Zip |  |
| 1. Project name and description of the scope of the project  2. What role did your company play?  3. How is this project experience relevant to the subject of this RFP? |  |
| Dollar value |  |
| Start and end date (mm/yy – mm/yy) |  |
| Status (completed, live, other – specify phase) |  |
| Results obtained |  |
| **Experience 2** |  |
| Company name  Contact name  Contact phone  Contact email |  |
| City  State  Zip |  |
| 1. Project name and description of the scope of the project  2. What role did your company play?  3. How is this project experience relevant to the subject of this RFP? |  |
| Dollar value |  |
| Start and end date (mm/yy – mm/yy) |  |
| Status (completed, live, other – specify phase) |  |
| Results obtained |  |
| **Experience 3** |  |
| Company name  Contact name  Contact phone  Contact email |  |
| City  State  Zip |  |
| 1. Project name and description of the scope of the project  2. What role did your company play?  3. How is this project experience relevant to the subject of this RFP? |  |
| Dollar value |  |
| Start and end date (mm/yy – mm/yy) |  |
| Status (completed, live, other – specify phase) |  |
| Results obtained |  |