## VENDOR BACKGROUND FORM

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Vendor name: | | | |  | | | | | | | | |
| Is Vendor prime contractor: | | | | Yes |  | No |  | | | | | |
| 1. | What are the key differentiators of your company and its proposed solution? | | | | | | | | | | | |
|  |  | | | | | | | | | | | |
| 2. | What awards has your company or proposed solution obtained that are relevant to this project? | | | | | | | | | | | |
|  |  | | | | | | | | | | | |
| 3. | What documentation is available from an independent source that positively promotes either the company or products and services the Vendor is offering? | | | | | | | | | | | |
|  |  | | | | | | | | | | | |
| 4. | What strategic alliances have you made to further strengthen your products and services? | | | | | | | | | | | |
|  |  | | | | | | | | | | | |
| 5. | How do you guarantee the products and services provided by your company? | | | | | | | | | | | |
|  |  | | | | | | | | | | | |
| 6. | What is your niche in the marketplace and your preferred customer size? | | | | | | | | | | | |
|  |  | | | | | | | | | | | |
| 7. | Please describe the level of research and development investment you make in your products (i.e. – annual budget, head count, etc.): | | | | | | | | | | | |
|  |  | | | | | | | | | | | |
| 8. | Please describe your commitment to providing solutions for the public sector marketplace: | | | | | | | | | | | |
|  |  | | | | | | | | | | | |
| 9. | Please state the year the Vendor started in the business of selling the proposed solution to local governments: | | | | | | | | | | | |
|  |  | | | | | | | | | | | |
| 10. | Where is the Vendor’s closest support facility/sales office? | | | | | | | | | | | |
|  |  | | | | | | | | | | | |
| 11. | Where is the Vendor’s company headquarters? | | | | | | | | | | | |
|  |  | | | | | | | | | | | |
| 12. | Please list the Vendor’s sales in the previous three years: | | | | | | | | | | | |
|  |  | | | | **Year** | | **Sales** | | |  | | |
| 2020 | |  | | |
| 2019 | |  | | |
| 2018 | |  | | |
| 13. | How many total employees does the Vendor have in each of the following categories: | | | | | | | | | | | |
|  |  | | **Area** | | | | | | **Number** | |  | |
| Sales/Marketing | | | | | |  | |
| Management/Administration | | | | | |  | |
| Help Desk Staff | | | | | |  | |
| Development Staff | | | | | |  | |
| Other | | | | | |  | |
| **Total:** | | | | | |  | |
| 14. | What is the Vendor’s hourly rate for implementation assistance beyond that which  is included in the Vendor Response by skill set? | | | | | | | | | | | |
|  |  | **Rates for Additional Implementation Assistance** | | | | | | | | | |  |
| **Skill Set** | | | | | | **Hourly Rate** | | | |
|  | | | | | | $ / hr. | | | |
|  | | | | | | $ / hr. | | | |
|  | | | | | | $ / hr. | | | |
|  |  | | | | | | | | | | | |
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