

## Contractor/Vendor Information Sheet

*Please fill in all information below, type or print information clearly.*

*Please complete the following questions below and return to Kenneth Waddell ([WaddellKR@state.gov](mailto:WaddellKR@state.gov)) by October 14, 2022 NLT 5:00 PM EST.*

Legal Business Name: \_\_\_\_\_

Tax ID No.: \_\_\_\_\_ UEI No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_

Main Phone Number: \_\_\_\_\_ Website Address: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Direct Phone Number: \_\_\_\_\_

Direct E-mail Address: \_\_\_\_\_

### Country of Origin

U.S. Firm: \_\_\_\_

Foreign Vendor: \_\_\_\_

Country: \_\_\_\_\_

### Size of Business

Large: \_\_\_\_

Small: \_\_\_\_

### Socio-Economic Status

Small: \_\_\_\_

Small Disadvantaged Business: \_\_\_\_

8(a): \_\_\_\_

HUBZone: \_\_\_\_

SDVOSB: \_\_\_\_

WOSB: \_\_\_\_

### Corporate Status

Corporation: \_\_\_\_

S-Corporation: \_\_\_\_

Sole Proprietorship: \_\_\_\_

Partnership: \_\_\_\_

Other: \_\_\_\_\_

### Locations

Domestic: \_\_\_\_

International: \_\_\_\_

**Registered in Systems Award Management:** Yes\_\_\_ No\_\_\_

1. The prospective contractor performed services that are similar in corporate sector and/or Government sector? (Past Performance)

YES  
NO

2. If the answer to the above questions is YES, please identify the contract number and Government Agency and/or Commercial Organization, and a brief description of current or previous projects (limit 2 pages). Please include the name, phone number, and email of any government or customer reference(s) we might be able to contact for a follow-up (limit 3 references).

3. The prospective contractor currently possesses active facility clearance to perform these services?

YES  
NO

4. If the answer to the above question is YES, please provide the highest level of facility clearance the prospective contractor currently possesses, to include the CAGE Code.

5. The prospective contractor is to include technical information in reference to the potential need of services described in the Sources Sought Notice (SSN). This can be in the form of explaining your firm's recruiting, retaining, and management structures (limit 2 pages).

6. The prospective contractor is to include best practices the firm can offer in performance/project/program and communications management, business process improvements, organizational change management, policy support, program analysis, and consultation/advisory services, along with added values the firm's experience provides (limit 2 pages).

7. The prospective contractor is to include information on industry awards or press releases from industry or Government on the firm's efforts in providing services in this field.

8. The prospective contractor is to provide information on the firm's reward programs, employee benefits, employee incentives offered for positions in this field, and the firm's corporate policies.

9. The prospective contractor currently has a vehicle (GSA MAS, GSA GWACS, CIOSP4, GSA STARS, etc.) with positions of cleared key personnel that meet the requirements stated on the Statement of Work (SOW).

YES  
NO

10. If the answer to the above question is YES, please provide the Schedule number(s), position title(s), and description(s) of the cleared key personnel (list all applicable).

We encourage industry feedback on this announcement, the positions descriptions, and any questions the firm may have on this opportunity.

All of the items above should be addressed in the firm's response to this notice and any questions can be made to the point of contact listed on this notice. Please address each of the items above to the best of the firm's ability, given time and resources. There will be NO compensation for responses to this SSN. All participation is purely voluntary and shall incur no costs to the Government. All submissions should be sent in via email to [WaddellKR@state.gov](mailto:WaddellKR@state.gov) by the notice response date referenced on this SSN.