



Supplier Evaluation Questionnaire

Table of Contents

- Part A seeks Supplier Information
- Part B requests details of your financial status
- Part C relates to insurance information
- Part D relates to business probity
- Part E relates to Export Compliance
- Part F relates to service operation and Quality Systems
- Part G requests Health and Safety information
- Part H requests Equality and Diversity information
- Part I requests Environmental information.

Part A: Supplier Information

Company Name:

What products/services does the company offer:

Type of Business (select one):

- A U.S. Corporation, incorporated under state laws
- in U.S. Government Agency
- U.S. Partnership
- U.S. Individual
- U.S. Non-Profit subject to OMB A-133
- Foreign Individual
- Foreign Partnership
- Foreign Corporation
- Foreign Government Agency

Existing Supplier New Supplier

Supplier Company Address:

Remit to Address:

Supplier Website:



Phone Number:

Fax Number:

Number of Employees:

Contacts

Person completing Form

Title	Phone	Email
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Customer Service

Title	Phone	Email
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Outside Sales

Title	Phone	Email
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Engineering

Title	Phone	Email
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Quality

Title	Phone	Email
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Accounts Receivable

Title	Phone	Email
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Compliance Specialist

Title	Phone	Email
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ITAR Specialist

Title	Phone	Email
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Part B: Financial Status

When was your company formed?

How long has your company been at their current location?

How long has your company been under the present name? Previous name?

Bank Information (for the purpose of a financial reference):

- Name of Bank
- Address of Bank
- Account number(s)
- Name on Account
- Email address for Remittance
- Phone Number
- Contact Name and contact phone number (if different)



VAT:

- Federal Taxpayer Identification Number
- Tax Location

OR

Name of Holder

SSN of Holder

Dun & Bradstreet Number

Unique Entity Identifier (UEI) Number

Part C: Insurance Information

Insurance (Submit with Certificate of Insurance Documentation)

- Employers Liability Insurance
 - Name of Insurer
 - Address
 - Type of Insurance
 - Policy Numbers
 - Expiration Date
 - Limits of Indemnity
 - Excess (if any)
- Public Liability/Product Liability Insurance
 - Name of Insurer
 - Address
 - Type of Insurance
 - Policy Numbers
 - Expiration Date
 - Limits of Indemnity
 - Excess (if any)
- Other Insurance
 - Name of Insurer
 - Address
 - Type of Insurance
 - Policy Numbers
 - Expiration Date
 - Limits of Indemnity
 - Excess (if any)



Part D: Business Probity

Do any of the following criteria apply:

- Is the organization bankrupt or being wound up, having its affairs administered by the court, or have you entered an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings under national laws or regulations?
- Is the organization the subject of proceedings for a declaration of bankruptcy, for compulsory winding-up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws or regulations?

Part E: Export Compliance

Supplier shall comply with all applicable United States export/import control laws and regulations, including, but not limited to, the requirements of the Arms Export Control Act, 22 U.S.C. 2751-2794, the International Traffic in Arms Regulation (ITAR), 22 C.F.R. 120 et seq., the Export Administration Act, 50 U.S.C. app. 2401-2420, and the Export Administration Regulations, 15 C.F.R. 730-774. Supplier shall obtain all required export licenses or agreements necessary to perform Supplier's Work, as applicable. Seller acknowledges that any person who engages in the United States in the business of either manufacturing or exporting defense articles or furnishing defense services is required to register with the Directorate of Defense Trade Controls. Manufacturers who do not engage in exporting must nevertheless register. This registration requirement is in accordance with the ITAR 22 CFR 122.1. <http://www.pmdtdc.state.gov/registration/index.html> : ____initial

Supplier represents that they are not included on any of the restricted party lists maintained by the U.S. Government, including the Specially Designated Nationals List administered by the U.S. Treasury Department's Office of Foreign Assets Control ("OFAC"), Denied Parties List, Unverified List or Entity List maintained by the U.S. Commerce Department's Bureau of Industry and Security ("BIS"), or the List of Statutorily Debarred Parties maintained by the U.S. State Department's Directorate of Defense Trade Controls. The U.S. Bureau of Industry and Security maintains the list at <http://www.bis.doc.gov/index.php/policy-guidance/lists-of-parties-of-concern> ____initial

- Do you design or perform work outside of the United States?
- Do you have a manufacturing facility outside of the United States?
- Do you ship from a facility located outside the United States?
 - If you ship from outside of the United States, please identify country/countries
- Commercial and Government Entity Code (CAGE Code) (note N/A if not applicable)
- North American Industry Classification System (NAICS) Code:

Part F: Service Operation and Quality Systems

- Does your company have a defined and documented Quality policy statement?
- What is the company's retention period for documents?
- Does your company have a Quality Manual (please share)
- Please provide details of all Quality Assurance Certifications (e.g., ISO 9001, AS9100, etc.)

- Is your organization in the process of attaining further certifications?
- Please describe your management review process, including frequency of management reviews.

- Please describe your Corrective Action Preventive Action (CAPA) process

- Please outline your company's internal quality audit process

- Please outline your incoming and in-process inspection process

- Are applicable drawings and specifications referenced or included on purchase orders to lower-tier sources?
- Please outline the process for Supplier Management, including selection, approval, scope of approval, monitoring, and change control

- Does your company offer the right of access to customers and regulatory authorities to the applicable areas in all facilities?
- Provide details on plant, technical equipment and floor space available for producing applicable Hidden Level products

- What is the current level of applicable capacity?
- What Contingency Plans (Disaster Recovery Plans) are in place to ensure continuity of service in the event of a fire, flood, epidemic, or other disruptive event?

Part G: Health and Safety Information

- Please provide a copy of your company's Health and Safety Policy

Part H: Equality and Diversity information

- Does your company have a written equality and diversity policy?
 - If yes, please provide a copy.
- Is your company a:
 - Small Business
 - Woman-Owned Small Business (WOSB)
 - Veteran-Owned Small Business
 - Service-Disabled Veteran-Owned Company
 - Certified Small Disadvantaged Business (includes Minority-Owned) by the Small Business Administration
 - Certified HUBZone Small Business by the Small Business Administration
 - Are you a Historically Black College or University (HBCU), Minority Institution (MI), or Tribal College or University (TCU)? If Yes, identify which one.

- If certified, please identify your certifying agency or agencies:
- If Minority-Owned, please check
 - Black/African American
 - Native American/Alaskan Native
 - Latino/Hispanic
 - Asian
 - Native Hawaiiin/Pacific Islander
 - Other _____

Part I: Environmental Information

- Does your company/facility have a written and approved Environmental policy statement?
 - If yes, please provide a copy.
- Does your company/facility have an Environmental Management System (EMS) in operation?
- Is your company/facility currently registered to ISO 14001 or other standard?