



**VENDOR QUESTIONNAIRE**

Vendor Name: \_\_\_\_\_

Date: \_\_\_\_\_

1. How long has your company been in business? \_\_\_\_\_
2. How long have you done business with (your company)? \_\_\_\_\_
3. Approximately what percentage of your total business does (your company) represent? \_\_\_\_\_%
4. How many employees do you have in your organization? \_\_\_\_\_
5. Which of your company's personnel is responsible for soliciting business from us?  
\_\_\_\_\_
6. Who do you contact in our company? \_\_\_\_\_
7. In the course of doing business with us, have you encountered any difficulties? If so, what could our company have done differently to assist with rectifying the problems? \_\_\_\_\_  
\_\_\_\_\_
8. Have you submitted any bids to our company? \_\_\_\_\_ May we have a copy? \_\_\_\_\_
9. Are you aware of (your company) Conflict of Interest Policy? \_\_\_\_\_
10. Does your company own or rent any of the following:  
Hunting camp \_\_\_\_\_ Fishing camp \_\_\_\_\_ Recreation Retreat \_\_\_\_\_  
Motor Home \_\_\_\_\_ Boat \_\_\_\_\_ Golf Course Membership \_\_\_\_\_  
Country Club Membership \_\_\_\_\_ Other \_\_\_\_\_
11. Which of our employees have utilized these items? How often? Over what time period?  
\_\_\_\_\_
12. Does your company sponsor any of the following:  
Golf outings \_\_\_\_\_ Fishing Trips \_\_\_\_\_ Trips \_\_\_\_\_ Christmas Parties \_\_\_\_\_

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13. Does your company provide annual or periodic gifts? \_\_\_\_\_ What value? \_\_\_\_\_

14. Who from our company has received gifts? \_\_\_\_\_

15. Does your company provide any other gratuities to our employees? \_\_\_\_\_

16. Who has received a gratuity? \_\_\_\_\_

17. Does your company make any payments to our employees? \_\_\_\_\_

18. Who has received payments? \_\_\_\_\_

19. Does your company make any payments to any relatives of our employees? \_\_\_\_\_

20. Who? \_\_\_\_\_

21. Does your company make any payments to companies that our employees have an interest? \_\_\_\_\_

22. Who? \_\_\_\_\_

Any additional comments:

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Your name: \_\_\_\_\_

Position: \_\_\_\_\_

*Thank you for completing the questionnaire. We value our relationship with you.*