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VENDOR VISIT DATA SHEET

NOTICE: All contractors visiting the National Guard Bureau must provide the Sponsor Lead with the following information for inclusion in the read-ahead package prior to the scheduled contractor visit or demonstration.

1. **Purpose.** *(In this section, the contractor must detail the purpose of their visit and provide the date and time of the tentative or confirmed visit.)*
2. **Contract Information.** *(In this section, the contractor must (1) list all contracts their company currently holds with the National Guard, (2) identify the Contracting Officer Representative (COR) assigned to each contract, and 3) a short description of contract services, to include dollar value and the name(s) of supported component(s) within the National Guard OR when there are none, the contractor must state that there is no current contractual relationship between their company and the National Guard.)*
3. **Additional Information on Company Visit.** *(In this section, the contractor must detail presentation topics without exceeding the maximum of two pages. The contractor must clearly state how their product or service supports the National Guard Bureau mission, priorities, and requirements. If the contractor does not have a specific presentation topic, the contractor must provide a synopsis of their company's core competencies and business base and how they relate to the National Guard Bureau mission, priorities, and requirements.)*

MAXIMUM TWO PAGES