

**Iowa Balance of State CoC**

RFP Vendors Questionnaire



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| **General Information** |
| Vendor Name:  |       |
| Primary Contact Person: |       |
| Primary Contact phone and email:  |       |

Please complete each question with sufficient detail:

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| 1. **Do you forsee any supply or service disruptions in the contract period? If yes, what actions will you take?**
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| 1. **What plans do you have in place to ensure continuity of supply and services?**
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| 1. **How long would it take to activate a contingency plan?**
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| 1. **Describe your working capital/cash position and your ability to remain viable over the period of the contract.**
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| 1. **Prove details of any material changes (e.g. ownership, structure, acquisitions etc. in the last financial year.**
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| 1. **Provide a list of 3 similar-sized customers. Include a description of products or services supplies and a contact name (name, designation, email, phone) for each.**
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| 1. **What percentage of your business would we claim if you are successful and awarded this project?**
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| 1. **Does your company have any pending legal issues or constraints that could impact the performance of your products/service?**
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| 1. **Please provide a detailed implementation plan, including timeline, for the start-up, work period and closing of the project.**
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| 1. **How will you monitor progress and performance on the account?**

*How will you monitor and review the process to ensure any issues are addressed and implementations are improved if needed.* |
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**Please send this questionnaire with your submitted RFP to CoC Director, Courtney Guntly at** **courtney.guntly@icalliances.org****.**