



## MANAGEMENT & TRAINING CORPORATION

500 North Marketplace Drive □ P.O. Box10 □ Centerville, Utah 84014  
801/693-2600 □ Fax 801/693-2900

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*Dear Company Representative,*

*Thank you for your interest in becoming a partner with Management & Training Corporation. Please complete the information below, requested in the Prospective Vendor Profile Questionnaire. Your information will be entered into a database and the next time a bid opens that matches your company's capabilities, you will be contacted. Once you have hit the submit button, your information is automatically sent to the appropriate department. If you have trouble submitting, please email or fax this questionnaire to:*

*MTC Corporate Procurement Department  
Attn: Procurement Assistant  
Email: [vendor@mtctrains.com](mailto:vendor@mtctrains.com)  
Fax: (801) 693-2900*

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### Prospective Vendor Profile Questionnaire

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company Address: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact Email Address: \_\_\_\_\_

Contact Fax Number: \_\_\_\_\_ Company's Website \_\_\_\_\_

#### **Questions:**

*(Insert the answers or attach a sheet with reference to the applicable question number)*

1. Please provide a brief overview of your company, including a summary of your company's primary lines of business.

2. Is your company classified by the Small Business Administration as a Small Business? If so, what is your small business classification? (Example: small business, woman owned, disadvantaged, HUBZone, veteran owned, or disabled veteran owned).
  
3. Does your company have multiple locations? Please give a brief overview of the geographical capabilities for your company in regards to servicing MTC's multiple locations across the U.S.
  
4. Can you offer local field support to MTC's multiple locations? Please describe in detail.
  
5. Describe the types of ordering methods your company currently has in place. (Online searchable catalog with customer specific pricing and ordering, Online ordering, Fax, other?)
  
6. What methods of distribution and delivery does your company provide?
  
7. What methods of billing can your company provide?
  
8. Do you or any of your partners appear on any unapproved or banned suppliers list for the U.S. Government?

**Thank you for taking time to answer these questions!**