

ATTACHMENT A
COMPANY PROFILE

Provide the following information:

1. Provide full name of the company and submit your organizational/company structure indicating all operating facilities, addresses and phone numbers.
2. List all Account Representative names, mailing address, direct email address, telephone and fax numbers. Also a general resource email should be listed.
3. The state in which your company is incorporated.
4. Principal type of business.
5. Total number of years in business.
6. When was your business established?
7. List and provide an outline of the manufacturing process, including a list of the equipment, names, addresses and phone numbers of all facilities used in manufacturing process.

Indicate whether the equipment is owned or leased.

In the event your company does not own sufficient equipment to produce all work under the contract and will be leasing equipment, provide signed leases with all of your subcontractors in a form substantially similar to the lease agreement form or provide other comparable documentation.

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8. Since the inception of the business, have there been any ownership changes within the business? If there were changes, please cite what they were and dates they occurred.

9. Documentation of previous experience in printing services of similar nature. Include references for each listed engagement along with the name, address and phone number of a contact person.

10. Provide a complete outline of internal testing procedures, as well as company quality assurance procedures which will be used to certify that the product meets all aspects of the specifications of this ITQ.

SUBCONTRACTOR PROFILE

1. Name of the subcontractor - (A signed copy of the agreement (s) between the contractor and subcontractor (s) must be supplied.)
2. Describe the functions the company will perform.
3. Provide the number of years the subcontractor has been in business.
4. Describe your company's customer service philosophy, and any policies or procedures in place to monitor the performance of the subcontractor.
5. Describe any previous dealings your company has had with this company in the past.