

Insert Logo Here

## CONTRACTOR 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

ENCLOSURE C

CONTRACTOR VISIT AND BRIEFING AGREEMENT

1. The Contractor Visit and Briefing Agreement forms part of the read-ahead packet for visits and demonstrations. Prior to processing, the Sponsor Lead provides the contractor with the information in bold italics.
2. The contractor submits the agreement on company letterhead with a maximum length of two pages.

CONTRACTOR VISIT AND BRIEFING AGREEMENT

*(Company Name)*, hereafter referred to as the “Contractor,” is authorized to conduct a demonstration, product display, or briefing for National Guard Bureau or other authorized personnel, about materials or subjects as herein described, and subject to the terms of this agreement.

DEMONSTRATION, PRODUCT DISPLAY, OR BRIEFING: *(Describe)*.

LOCATION & DATE(S) OF DEMONSTRATION, PRODUCT DISPLAY, OR BRIEFING: *(List)*.

The parties to this document agree as follows:

1. The primary purpose is to provide the Contractor with an opportunity to explain their product or service and shall not be used as an attempt to seek procurement-sensitive information.
2. Demonstrations, product displays, and briefings will be conducted for the sole purpose of demonstrating or displaying the capability of a particular item(s) or service and not for fulfilling mission requirements for an interim time frame. The demonstration, product display, or briefing will in no way, expressed or implied, obligate the National Guard Bureau to purchase, rent, or otherwise acquire the item(s) or service demonstrated, displayed, or briefed. The Contractor has sole responsibility for furnishing all supplies and equipment necessary to accomplish the demonstration, product display, or briefing. Demonstrations, product displays, or briefings will be conducted by an authorized representative of the Contractor furnishing the item(s) or services; no U.S. military or civilian employee of the Department of Defense will demonstrate or display item(s) or services on behalf of a Contractor. The

**Figure 2.** Sample Contractor Visit and Briefing Agreement

National Guard Bureau shall not assume the costs of or obligation for, expressed or implied, damages to, destruction of, or loss of a Contractor's equipment. The Sponsor Lead is the duly authorized representative of the U.S. Government for the purpose of this agreement and is **(Full Spelling of Sponsor Lead's First and Last Name)**, of **(Full Spelling of Office or Directorate)**, at **(10-digit Phone Number)**. The Sponsor Lead will work with the Contractor to schedule the demonstration, product display, or briefing, and coordinate logistics, security, and information technology requirements. The Sponsor Lead does not have the authority to commit the U.S. Government to any agreements or contracts, and will not be authorized to make any contact with the Contractor's organization until the Sponsor Lead has contacted NGB-OPARC-AQ.

3. The Contractor will not file any claim against the U.S. Government or otherwise seek compensation for any information or services provided under this agreement.

4. Nothing in a meeting with, or demonstration by, the Contractor shall be construed as an obligation on behalf of the U.S. Government. The National Guard Bureau and the Department of Defense are not bound, nor obligated, to follow any recommendations by the Contractor. The U.S. Government is not bound, nor obligated, in any way to give any special consideration to the Contractor on future contracts.

5. No U.S. Government services or U.S. Government-owned supplies will be provided for use by the Contractor.

\_\_\_\_\_/\_\_\_\_\_  
(Contractor Company) Contractor Title

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Name of Contractor) Signature Date  
Print

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Name of Government Lead) Signature Date  
Print

**Figure 2.** Sample Contractor Visit and Briefing Agreement (continued)

ENCLOSURE D

SAMPLE CONTRACTOR VISIT LOG

Date	Start Time	End Time	Meeting Location	Name of Company/ Organization	Participant's Names (Govt and Civilian)	Office Symbol	NGB Sponsor Office	NGB Sponsor Name	Purpose of Visit (Demo, Capabilities Brief, etc.)

**Table 1.** Sample Contractor Visitor Log

ENCLOSURE E

REFERENCES

- a. 48 Code of Federal Regulation § 3.101, “Standards of Conduct”
- b. DoD Regulation 5500.07, 17 November 2011, “Joint Ethics Regulation (JER),” including Changes 1-7
- c. 5 CFR § 2635.101(b)(8), “Basic Obligations of Public Service”
- d. 5 CFR § 2635.703(a), “Use of Nonpublic Information”
- e. 18 U.S.C. Sections 202, 203, 205 and 207, “Crimes and Criminal Procedure”
- f. 41 U.S.C. Section 423, “Restrictions on Disclosing and Obtaining Contractor Bid or Proposal Information or Source Selection Information”
- g. Federal Acquisition Regulation 3.104, 5.401, and subpart 24.1
- h. DoD 5220.22-M, 28 February 2006, Incorporating Change 2, 18 May 2016 “National Industrial Security Program Operating Manual”

## GLOSSARY

### PART I. ACRONYMS

IAW	In accordance with
NGB	National Guard Bureau
NGB-OPARC-AQ	Operational Contracting
NGB-JA	Office of the National Guard Bureau Chief Counsel
NGB-OPARC	Office of the National Guard Bureau Principal Assistant Responsible for Contracting
NGB-SBP	Office of Small Business Programs

### PART II. DEFINITIONS

(SEE PARAGRAPH 5)