**Qualification Questionnaire**

**Materials Procurement**

Introduction

The Supplier Qualification Questionnaire (QQ) is used as the first step in establishing a business relationship with Georgia Transmission Corporation (GTC) or updating vendor files. The submittal of information requested will be utilized to verify general business information, product information, and plant information for potential business partners of Georgia Transmission Corporation and other Family of Companies entities. All potential suppliers shall complete the General Business Information Questionnaire.

Upon acceptance of the QQ by GTC staff, your organization will be granted full or conditional qualification to allow for submittal or quotations and bids. GTC may withhold awarding purchase orders until a site visit and qualification audit is completed; if requested.

General Business Information

Name of Business Click here to enter text.

Mailing Address Click here to enter text.

Physical Address (if different than mailing address) Click here to enter text.

Remit to address (if different than mailing address) Click here to enter text.

Business Hours of Operation including weekends Click here to enter text.

Telephone Number Click here to enter text.

Fax Number Click here to enter text.

Web Site address Click here to enter text.

U.S. Federal Tax Payer ID (attach IRS Form W-9) Click here to enter text.

Dunn & Bradstreet number or provide credit and bank references Click here to enter text.

Primary Contact (Name, Title. Telephone/Extension, Fax, E-mail) Click here to enter text.

Alternative Contacts (Name, Title. Telephone/Extension, Fax, E-mail for each) Click here to enter text.

Type of Company (Corporation, Partnership, Privately or Publicly Held, etc.) Click here to enter text.

Stock Symbol and State Incorporated (if applicable) Click here to enter text.

Years in Business Click here to enter text.

Identify any Parent, Affiliate, or Subsidiary Companies and list their Locations (List or attach appropriate literature)

Click here to enter text.

Relationships of company or staff members to the Oglethorpe Family of Companies or Georgia EMC’s (Disclosure). Provide the names and degree of ownership of any directors, officers, or employees who currently own any portion of your company; or more than 1% or outstanding company securities, or more than 5% partnership interest.

Click here to enter text.

Have you provided services or materials for OPC, GTC or GSOC (currently or in the past, collectively known as the Family of Companies (FOC)? Please enter each company worked with. Click here to enter text.

If so, Please proved the name of your FOC sponsor, if applicable, company you wish to work for, and services or materials you wish to provide for consideration. Click here to enter text.

Attach at least three Electrical Utility References (include company name, reference location, contact name, title, and phone number). Preferably in the South Eastern United States

Click here to enter text.

Provide afterhours contact for emergencies Click here to enter text.

Primary Sales Contacts (Outside and Inside Sales; (list off hour contacts, if applicable) Click here to enter text.

Information on Products Offered

Does the company manufacture and/or supply programmable electronic device product(s) used in electrical station or substation applications specific to communications, or to monitor, protect, and/or control? Click here to enter text.

List or Attach Line Cards(s) for Product(s) offered

Click here to enter text.

List all applicable guarantee’s and warranty’s regarding product(s) offered:

Click here to enter text.

Manufacturing Plant Information

(NOTE: each location must be listed separately if multiple locations are being proposed for approval. The tables below can be expanded by clicking the “+” on the bottom right to duplicate.)

For selected commodity codes and/or products offered to GTC, list all manufacturing facility locations owned including applicable products built at each facility in the table(s) below:

|  |  |
| --- | --- |
| Address of Manufacturing Facility  Click here to enter text.  Operation Hours: Click here to enter text.  Closest Commercial Airport:  Click here to enter text. | For selected commodity codes and/or products offered to GTC, List applicable products built at facility being proposed for qualification  Click here to enter text. |

Warehouse and/or Distribution Facility Information

For selected commodity codes and/or products offered to GTC, list all Warehouse and/or Distribution facility locations owned including applicable products distributed and/or stored at each facility in the table(s) below:

|  |  |
| --- | --- |
| Address of Warehouse or Distribution Facility  Click here to enter text.  Operation Hours: Click here to enter text.  Closest Commercial Airport:  Click here to enter text. | List applicable products distributed at facility being proposed for qualification  Click here to enter text. |

Identify and submit the name/address/ telephone numbers for any primary subcontractors used in manufacturing, assembly, testing, or packaging/distribution of products for this facility and identify the products or services outsourced. Click here to enter text.

If GTC needs to delay delivery, do you offer a storage policy regarding product(s) offered? Attach if yes.

Click here to enter text.

Quality

Attach copies of or describe any plant certifications (ISO, CSA, etc.) Click here to enter text.

Engineering

Attach a list engineering personnel including titles and experience, if applicable:

Click here to enter text.

Identify and submit company names, contact info, and locations for any outside engineering or subcontract engineering services utilized by your company. Click here to enter text.

List emergency engineering contact (s) for field support questions Click here to enter text.

Product Support

If applicable, attach the names and locations for field service and maintenance personnel providing installation, testing, and repair support for the product(s) including after-hours contact and any inside field service coordination contacts. Click here to enter text.

Provide comprehensive product technical data for the applicable product(s) to include: Click here to enter text.

Brochures, product catalogs, or applicable web sites. Click here to enter text.

Include a statement of RUS compliance. This statement signifies the product(s) from this facility meets the definition of Domestic product under the RUS Buy American requirements.

(1) Is manufactured in the United States or in any *eligible country*\*; Click here to enter text.

(2) Contains components manufactured in the United States or in any *eligible country*\* consisting of more than 50 percent of the total cost of all components used in the product. Click here to enter text.

*\* Any country that the United States Trade Representative determines as having corporations located therein, as eligible to enter into contract with an RUS Borrower, under which loan funds will be provided for unmanufactured and manufactured goods.*

Additional Supporting Information

NOTE: If approved, the following optional information may be required at a later time. Please upload directly in the supplier portal.

Attach a current Organization Chart in the supplier portal or a list with current Company employees and titles as well as directors. Click here to enter text.

Please attach the most recent Company financial statement in the supplier portal (optional).

List names of financial institutions with whom the Company has established lines of credit. Show credit lines (optional) Click here to enter text.

Attach a sample certificate of insurance itemizing the corporate casualty program for workers compensation, general liability, and comprehensive automobile, excess liability in the supplier portal. Attach a copy of the ACORD Certificate of Liability Insurance with rating. You may save all certificates as one document and attach to this question.

If you registered as a certified Diversity business, please attach your certification. Click here to enter text.

Please complete the GTC Lobbying Certification, sign, and attach in the supplier portal.

Please complete the ACH (Direct Deposit) form found on the Suppliers Information site on the ACH page. Please note the separate processing instructions on the form itself. Do not attach to this registration.