

## ADVOCACY QUESTIONNAIRE

*By submitting this Advocacy Questionnaire, the applicant agrees to allow the Advocacy Center to share this document and the information contained herein and in any supplementary materials, on an as-needed basis, with other United States Government agencies to carry out appropriate due diligence and to more effectively advocate for your interests. (Supplementary materials include, among other items, written correspondence and verbal communication.) Please note that the Advocacy Center uses student interns to assist us in the due diligence process. If you object to having one review your case under the supervision of an Advocacy Center regional manager, please inform us when you submit your questionnaire. Otherwise, a no-reply will mean you consent to interns working on your case, which includes having access to your company's business confidential information. You may contact the Advocacy Center at any time to withdraw your consent.*

*Your responses to the questionnaire, and any supplementary materials provided by your company, are considered business confidential and will not be shared with any other person or organization outside the U.S. Government unless the Advocacy Center is given permission to do so by your company. All business confidential information will be protected from disclosure to the extent permitted by law.*

### **Project**

Name of Project: \_\_\_\_\_  
Location: \_\_\_\_\_  
Country: \_\_\_\_\_

### **Applicant**

Full Corporate Name: \_\_\_\_\_  
Headquarters Address: Street \_\_\_\_\_ City \_\_\_\_\_  
State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
Place of Domicile: \_\_\_\_\_  
Ownership: \_\_\_\_\_  
*(Identify any parent companies and the percentage of ownership of each parent.)*  
Annual Sales (\$): \_\_\_\_\_  
Number of Employees: In U.S.A. \_\_\_\_\_ Outside U.S.A. \_\_\_\_\_  
Website (URL): \_\_\_\_\_

### **Contact Person**

*(Designated point of contact for the Applicant, which may be an independent third-party representative, if applicable)*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Company: \_\_\_\_\_ Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### **Certification**

The undersigned, being so authorized, certifies on behalf of the applicant that, to the best of his/her knowledge, the information provided herein is complete and accurate, all supplementary materials (as defined above) that may be provided shall be complete and accurate, and that the applicant is in compliance with applicable U.S. law.

[Signature of Authorized Official of Applicant]	[Signature of Contact Person or Independent Third-Party Representative, if Applicable]	[Signature of Authorized Official of Bidder of Record, if Applicable]
[Print Name]	[Print Name]	[Print Name]
[Title]	[Title]	[Title]
[Company]	[Date]	[Company] [Date]

## I. PROJECT

1. Please provide a description of the project or procurement the applicant is pursuing (“the project”).

2. Please list the foreign government entity or entities responsible for awarding the project and other officials who may have influence over the project.

3. What is the current status of the project? (Please include applicant interactions with foreign government decision-makers to date.)

4. Please provide the specific timeframe for when project actions will take place and when decisions will be made (if known).

Interim Decision Date(s): \_\_\_\_\_

Final Decision Date: \_\_\_\_\_

5. In U.S. dollars, please indicate the best estimate or actual values contributed to the project by the applicant and other companies, including partners or suppliers, if applicable:

a) U.S.-Sourced Goods Provided by Applicant \_\_\_\_\_

b) U.S.-Sourced Services Provided by Applicant \_\_\_\_\_

c) U.S.-Sourced Goods Provided by Other Companies \_\_\_\_\_

d) U.S.-Sourced Services Provided by Other Companies \_\_\_\_\_

**e) Total U.S.-Sourced Goods and Services**

***(a + b + c + d)*** \_\_\_\_\_

f) Foreign-Sourced Goods Provided by Applicant \_\_\_\_\_

g) Foreign-Sourced Services Provided by Applicant \_\_\_\_\_

h) Foreign-Sourced Goods Provided by Other Companies \_\_\_\_\_

i) Foreign-Sourced Services Provided by Other Companies \_\_\_\_\_

**j) Total Foreign-Sourced Goods and Services**

***(f + g + h + i)*** \_\_\_\_\_

**k) Total Project Value (e + j)** \_\_\_\_\_

**l) Percent U.S.-Sourced Goods and Services** \_\_\_\_\_%

***(e ÷ k) x 100***

6. Please list all project goods and/or services, whether U.S.- or foreign-sourced. Please include quantity, if applicable:

**Please identify which of the project goods and/or services will be U.S.-sourced:**

a) U.S.-Sourced Goods and/or Services Provided by the Applicant:

b) U.S.-Sourced Goods and/or Services Provided by Other Companies:

Please list the names and locations of other companies supplying U.S.-sourced goods and/or services as part of the applicant's bid or proposal: *(If needed, list any additional companies in a separate attachment.)*

Company: _____	Location: _____
Company: _____	Location: _____
Company: _____	Location: _____

c) From which U.S. state(s) would exports be made, should the applicant be awarded the project? *(If needed, list any additional states in a separate attachment.)*

State: _____	State: _____
State: _____	State: _____
State: _____	State: _____

**Please identify which of the project goods and/or services are foreign-sourced:**

d) Foreign-Sourced Goods and/or Services Provided by Applicant:

e) Foreign-Sourced Goods and/or Services Provided by Other Companies:

Please list the name and location of companies supplying foreign-sourced goods and/or services as part of the applicant's bid or proposal: *(If needed, list any additional companies in a separate attachment.)*

Company: \_\_\_\_\_ Location: \_\_\_\_\_

Company: \_\_\_\_\_ Location: \_\_\_\_\_

Company: \_\_\_\_\_ Location: \_\_\_\_\_

**7. Bidder of Record:**

a) Is the applicant the bidder of record? *(Please check one.)*

Yes  No

b) If no, please provide the name and nationality of the bidder of record:

Name: \_\_\_\_\_ Nationality: \_\_\_\_\_

**II. PARTNERS**

1. Is the applicant bidding as part of a partnership, consortium, joint venture, or other form of association with other companies?

Yes  No

a) If yes, please list below: *(If needed, list any additional partners in a separate attachment.)*

	<b>Partner 1</b>	<b>Partner 2</b>	<b>Partner 3</b>
<b>Company Name</b>			
<b>Contact Name:</b>			
<b>Title:</b>			
<b>Nationality:</b>			
<b>Telephone:</b>			
<b>Email address:</b>			

### III. COMPETITORS

1. Please identify the competitors for the project: *(If needed, list any additional competitors in a separate attachment.)*

**a) U.S. competitors:**

Company: _____	Company: _____
Company: _____	Company: _____
Company: _____	Company: _____

**b) Foreign (non-U.S.) competitors:**

Company: _____	Nationality: _____	Company: _____	Nationality: _____
Company: _____	Nationality: _____	Company: _____	Nationality: _____
Company: _____	Nationality: _____	Company: _____	Nationality: _____

### IV. LICENSING AND APPLICATIONS

1. Advocacy Type:

a) Is this a request for *(please check only one)*:

Commercial (non-Defense) Advocacy?  Defense Advocacy?

b) If this is for Defense Advocacy, is this a *(please check only one)*:

Foreign Military Sale (FMS)?  Direct Commercial Sale (DCS)?  To be Determined

2. Export Licensing:

a) Are there items or technology to be exported in connection with the project that require U.S. Government marketing or export licenses?

Yes  No

b) If yes, please list the license and/or application number(s) and status:

License/Application Number(s): \_\_\_\_\_

Status of Application: \_\_\_\_\_

### V. FINANCING

1. How will the project be financed? \_\_\_\_\_

2. Is the applicant or any of its partners seeking U.S. Government financing through EXIM Bank or the Development Finance Corporation for the project?

Yes  No

a) If yes, please name the institution(s) and status of the application(s):

\_\_\_\_\_

b) If no, please indicate whether the applicant or any of its partners plan to seek or would like assistance in seeking such financing/support for the project:

Yes  No

3. Is the project financed by any of the following multilateral development banks (MDBs): World Bank, Inter-American Development Bank, African Development Bank, European Bank for Reconstruction and Development, or the Asian Development Bank?

Yes

No

a) If yes, please specify the MDB:

\_\_\_\_\_

4. Is the U.S. Trade and Development Agency (USTDA) providing support for the project?

Yes

No

Not Sure

a) If yes, please indicate whether USTDA project support is through feasibility studies, training grants, or other assistance:

\_\_\_\_\_

b) If no, please indicate whether the applicant or any of its partners plan to seek or would like assistance in seeking support from USTDA for the project:

Yes

No

## VI. REQUESTED ASSISTANCE

1. Reason for Requested Assistance:

2. Please highlight the competitiveness of the applicant's bid or proposal in terms of technology, price, full lifecycle cost, best value, or other factors:

3. Is the applicant or any of its partners receiving advocacy or other assistance from a foreign government for the project?

Yes

No

a. If yes, please list the foreign government(s), and partner(s), if applicable:

\_\_\_\_\_

# AGREEMENT CONCERNING BRIBERY AND CORPORATE POLICY PROHIBITING BRIBERY

**Agreement:**

\_\_\_\_\_ (“the Applicant”) is requesting U.S. Government Advocacy support in connection with its Project to supply \_\_\_\_\_ (goods and/or services) to \_\_\_\_\_ (procuring or other project authority) in \_\_\_\_\_ (foreign country).

In connection with this request, the Applicant affirms that it and its agents and affiliates:

- (1) Have not and will not engage in the bribery of foreign public officials in connection with the above-described Project; and
- (2) Maintain and enforce a policy that prohibits the bribery of foreign public officials.

The Applicant understands that failure to comply with this Agreement may result in the denial of Commercial Advocacy.

**Definitions:**

For the purpose of this Agreement:

The term “*affiliate*” means (a) any entity that holds, directly or indirectly, a majority of the voting stock of the Applicant; and (b) any other entity the majority ownership of whose voting stock is held, directly or indirectly, by the Applicant or by an entity described in (a).

The term “*bribery of foreign public officials*” has the meaning of the “*bribery of foreign public officials*” in the Convention on Combating Bribery of Foreign Public Officials in International Business Transactions. In addition, for Applicants that are subject to the Foreign Corrupt Practices Act of 1977 (FCPA), as amended, the term “*bribery of foreign public officials*” refers to practices prohibited by the FCPA (see 15 U.S.C. §§ 78dd-1, 78dd-2, and 78dd-3).

[Signature of Authorized Official of Applicant]	[Signature of Contact Person or Independent Third-Party Representative, if Applicable]	[Signature of Authorized Official of Bidder of Record, if Applicable]
[Print Name]	[Print Name]	[Print Name]
[Title]	[Title]	[Title]
[Company]      [Date]	[Company]      [Date]	[Company]      [Date]