**Questionnaire – Indigenous Procurement Policy (IPP) – About your organisation**

**Overview:**

The purpose of this questionnaire is to gain a better understanding of your organisation and any prior engagements or interactions, which you have had with Department of Defence or other Commonwealth Agencies.

Your provision of a detailed response will assist us in gaining a greater understanding of your organisation and enable us to assist you in identifying business connections and contacts within Department of Defence.

* What is your Business Name?
* What products/services do you specialise in? (please also attach a Capability Statement)
* Are you a Small to Medium Enterprise (SME), as per the below definition outlined in the Commonwealth Procurement Rules? (This will help us to identify you to internal stakeholders as an SME, noting SMEs can be engaged using Exemption 16 of the Commonwealth Procurement Rules)

**Small and Medium Enterprises (SMEs)** – an Australian or New Zealand firm with fewer than 200 full-time equivalent employees. When assessing the number of employees a firm has, employees of any associated entities (as defined in s 50AAA of the *Corporations Act 2001*) to the firm are included. Associated entities to a firm include a firm’s parent company, a firm’s subsidiaries, and any related bodies corporate to the firm.

* Where is your business located? and is there a region you focus on for your product/service?
* Have you registered with AusTender, to ensure you receive notifications?
* Have you met with anyone from Defence to discuss opportunities?
  + If so, can you please provide the names of those you have met with including the business area?
* Have you worked with Department of Defence previously?
  + If so, please provide the below information:
    - what year were you engaged with Defence and for what period of time?
    - what was the scope of work provided/project delivered?
    - what group within Defence did you engage with? (Contact person would be helpful but not essential)
    - do you have any feedback for Department of Defence based on your previous engagement/s?
* If not, please provide us with details and testimonials of work delivered with other Commonwealth Agencies or large organisations.