

**ATTACHMENT A
Contractor Data Sheet**

1. Contractor information: Name, address, phone number and date of incorporation. If not a corporation, state the type of business organization, names and addresses of owners, address of principle place of business, date business began, and state in which organized.

2. Years in Business: Indicate the length of time you have been in business, providing this type of service:

_____years _____months

3. References: Indicate below at least six recent references for whom you have provided this type of service, of which at least two (2) shall be related to the tourism industry. Include the dates service was furnished, as well as name and phone of the person DTTD has permission to contact:

<u>CLIENT</u>	<u>DATES</u>	<u>CITY/STATE</u>	<u>CONTACT AND PHONE</u>
1.			
2.			
3.			
4.			
5.			
6.			

4. Gross income, net of media-placed billings:

2005 \$ _____ 2007 \$ _____ 2009 \$ _____
2006 \$ _____ 2008 \$ _____ 2010 \$ _____

5. The average size of accounts \$_____.

6. The average # of accounts per year: _____.

7. List approximate percent of total billings by media:

TV	_____ %	Research	_____ %
Magazine	_____ %	Outdoor	_____ %
Radio	_____ %	Newspaper	_____ %
PR	_____ %	Interactive	_____ %
Other	_____ %		

8. Describe your success and discounts achieved with negotiating advertising.

9. List three largest accounts and year acquired:

<u>Account</u>	<u>Year Acquired</u>

10. Describe any tourism or economic development experience held by members of your staff who will work on our account.

11. List total number of full-time employees: _____

How many in each of the following categories:

	Full-time	Part-time
Creative	_____	_____
Production	_____	_____
Traffic	_____	_____
Account Work	_____	_____
Research	_____	_____
Media	_____	_____
Bookkeeping/Clerical	_____	_____
Interactive	_____	_____
Total	_____	_____

12. Name the key individuals who will work on this account, and what percent of their time will be dedicated to DTTD. Include resumes.

<u>Name</u>	<u>Function</u>	<u>% of Time</u>
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13. If you were awarded our business, do you plan to hire any new employees? If so, in what categories?

***Finalists may be required to review financial statements with DRED personnel, prior to oral presentations.**