

## Vendor Qualification Questions Form

This form should be completed by all suppliers and contractors as part of the new vendor onboarding process. Vendors with long term relationships will need to complete this form at least every 5 years.

Questions about this form should be directed to the procurement Office at [purchase@hamilton.edu](mailto:purchase@hamilton.edu).

Vendor \_\_\_\_\_ Date \_\_\_\_\_

1. Please identify all current and previous business relationships with Hamilton College:

2. Please identify and describe any affiliations between individuals in the governance and ownership structure (or any member of his or her immediate family) of your organization and Hamilton College. An affiliation includes being a member of our Board of Trustees or having an employment or consulting relationship with the college. It is not necessary to report affiliations with enrolled students.

3. If required by Hamilton College, can the organization provide proof of meeting standard insurance requirements? The requirements are available on the college's website at:

<https://my.hamilton.edu/offices/auxiliaryservices/certificates-of-insurance>

If required, a certificate of insurance must be on file before a Purchase Order is issued or work commences.

Vendor Representative:

Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_