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| **Defense Information Systems Agency (DISA)**  **Industry Meeting Request Form** | | | | | | | | | | | | | |
| **Company information** | | | | | | | | | | | | | |
| **Company Name/Sector (Vendor):**  Name/Sector: Click here to enter text.  Website: Click here to enter text. | | | | | | | | **Is your company a small business?** | | | | Yes | No |
| **If yes, have you met with DISA’s Office of Small Business Programs (OSBP)?** | | | | Yes | No |
| **Business Type** | Reseller | | | Service Provider | | | | | | Integrator | | OEM | |
| **Meeting Information** | | | | | | | | | | | | | |
| **If known, identify the person/organization you would like to meet with:** | | | | | Click here to enter text. | | | | | | | | |
| **Was this meeting recommended by DISA personnel or someone else?** | | | | | Yes | | | No | **If yes, please provide name/organization:**  Click here to enter text. | | | | |
| **Have you previously met with DISA personnel on the topic?** | | | | | Yes | | | No | **If yes, please provide name/organization.**  Click here to enter text. | | | | |
| **Company Attendees (Name/Job Titles): (Please attach bios)** | | | | | | | | | **Company’s Request Point of Contact:** | | | | |
| Senior Visitor | Click here to enter text. | | | | | | | | Name/Title: | | Click here to enter text. | | |
| Required Attendee(s) | Click here to enter text. | | | | | | | | Phone: | | Click here to enter text. | | |
| Desired Attendee(s) | Click here to enter text. | | | | | | | | E-Mail: | | Click here to enter text. | | |
| **Would the visitor(s) have to travel a significant distance for the desired meeting?** | | | | | | | Yes | | **If Yes, from where? (city/state)**  Click here to enter text. | | | | |
| No | |
| **Desired meeting length:** | | 30 min (standard) | | | | | Other: Click here to enter text.  Please explain why this longer time period is needed:  Click here to enter text. | | | | | | |
| **Purpose for the meeting** | | **Clearly state why your company wants to meet with DISA. Support this statement with your responses to the value proposition questions below:**  Click here to enter text. | | | | | | | | | | | |
| **Talking points** | | Click here to enter text. | | | | | | | | | | | |
| **Desired outcome** | | Click here to enter text. | | | | | | | | | | | |
| **\*\* Note: Please provide point papers, studies, or other documentation with the request in order to inform us about the purpose of the product/solution/service.** | | | | | | | | | | | | | |
| **Will you have briefing slides?** | | Yes | **If yes, when will they be available? (NLT 5 business days prior to the meeting.)**  Click here to enter text. | | | | | | | | | | |
| No |
| **Acquisition Data – if the answer is yes, please list them:** | | | | | | | | | | | | | |
| **Does your company/sector have any ongoing bids or source selections submitted to DISA?** | | | Yes | | | **If yes, please list:**  Click here to enter text. | | | | | | | |
| No | | |
| **Is/has your company responded to any current DISA-issued RFIs or RFPs?** | | | Yes | | | **If yes, please list:**  Click here to enter text. | | | | | | | |
| No | | |
| **Does your company work with DISA as a subcontractor?** | | | Yes | | | **If yes, List name, organization or Prime:**  Click here to enter text. | | | | | | | |
| No | | |
| **Value Proposition Questions** | | | | | | | | | | | | | |
| **1. What is the problem your company solves? Why is it hard? What is your product/solution/service trying to do? Articulate your objectives using absolutely no jargon.**  Click here to enter text. | | | | | | | | | | | | | |
| **2. How is it done today? What are the limitations of current approaches?**  Click here to enter text. | | | | | | | | | | | | | |
| **3. What's new about your approach? Why do you think it will be successful?**  Click here to enter text. | | | | | | | | | | | | | |
| **4. If you're successful, what difference will your product/solution make? What impact will success have? How will it be measured?**  Click here to enter text. | | | | | | | | | | | | | |
| **5.** **What are the risks and the payoffs of your product/solution?**  Click here to enter text. | | | | | | | | | | | | | |
| **6. Is there a Department of Defense requirement for your product/service?**  Click here to enter text. | | | | | | | | | | | | | |
| **7. Has your company presented this product/service to anyone else within DISA? If yes, provide background on when and with whom.**  Click here to enter text. | | | | | | | | | | | | | |

*NOTE: Government Furnished Equipment/Electronics (GFE), not provided by DISA, are PROHIBITED within the DISA HQS Complex. Privately Owned electronic devices are PROHIBITED within the DISA HQS complex as it is a SECRET Open Storage facility. Equipment/Electronics include, but are not limited to: GFE Blackberries, Personal Digital Assistants (PDAs), Cellular & Personal Communications System (PCS) devices, Pagers, E-mail Devices, Audio & Video Recording devices, Scanning devices, Messaging devices, Photographic & Recording equipment, Media Players (MP3), iPods, Game Boys and Handheld Electronic Games, Satellite Radios (SIRIUS & XM), and ANY OTHER electronic wireless devices capable of recording, storing, processing, and/or transmitting information.*