

Application Questions [PREVIEW]

Thank you for your interest in participating in this learning opportunity. This application should take approximately 15-20 minutes to complete. Please review these questions before completing the virtual application.

Section 1: Organization Details

Name of Government or agency you work for [Free Response]

Example: "City and County of Cloudlandia, CA" or "Statelandia County, OH" or "State of New"

Entity Type [Multiple Choice]

Please select the best option – please only use "Other" if there is truly a unique function not captured in the other general categories.

- Municipal Government (e.g., cities, towns)
- County Government
- Consolidated City-County or Metropolitan Government
- Public Education Entity (e.g., school districts, public universities)
- Special Authority Agency (e.g., transit, port, utility)
- Tribal Government
- State
- Federal
- Other

Primary Contact Information [Free Response]

(i.e., who should PEN reach out to if we have questions about the application?)

- Full Name
- Job Title
- Email Address

Section 2: Exploring Motivations & Sprint Goals

1. **What motivated your team to apply for this sprint, and what do you hope to achieve by participating?** [Free Response]
2. **Has your government or agency released a vendor survey in the last 3 years?** [Multiple Choice: Yes, No, Unsure]
3. **How does releasing a vendor survey align with the current priorities of your government or agency?** [Free Response]
4. **An outcome of this sprint is for participants to design a vendor survey and outreach plan. Do you have buy-in and support from leadership to launch a vendor survey?** [Free Response]

5. **Does your government have a staff person or team who is responsible for conducting vendor outreach and engagement?** *[Multiple Choice: Yes, No, Not yet – but soon!, Unsure]*
6. **What software or platforms does your government currently have available for administering surveys?** *[Free Response]*
7. **A goal of this sprint is to empower participants designed to help governments build the capacity to scale and share best practices across departments. How will your team share what is learned within your government after the sprint?** *[Free Response]*

Section 3: Understanding Challenges

8. **Procurement and contracting with suppliers can be a very complex process. We are interested in understanding any challenges within your government related to [vendor engagement and collaboration](#). Please select all that apply.** *[Multiple Choice]*
 - Reduced or low participation or engagement from vendors in solicitations
 - Difficulty reaching new or underrepresented vendors to participate in procurement opportunities
 - Lack of clarity on the capacity of suppliers in the local or regional market
 - Insufficient data and insights about vendor experiences with the procurement process make it difficult to identify pain points
 - Limited innovation in market research strategies that could broaden awareness of vendor market capabilities
 - Challenges in building trust or transparency with the supplier community
 - Lack of coordination across departments in vendor engagement efforts
 - Inconsistent communication of changes in policies, processes, or opportunities to suppliers
 - Limited staff capacity to proactively lead outreach initiatives and engage regularly with vendors to demystify the procurement process
 - Fragmented and tense relationships with current vendors indicate internal policies or procedures that influence perceptions of working relationships
 - Low utilization of technology systems used in the procurement or contracting process
 - Navigating complex or outdated technology that makes it challenging for vendors to easily engage in procurement processes
 - Other

Section 4: Team Roster & Availability

9. **Team:** Governments or agencies should form a small team (2–4 members) with representatives from key departments (e.g., procurement, outreach, program, legal, and fiscal) to support and complete the deliverables. **For EACH of the 2-4 participants from your government, please provide the following information:**

Full Name
Job Title
Department
E-mail address

10. **Of the team listed above, who will own this deliverable as the “project manager” to ensure this initiative continues moving forward during and after the sprint? Please include the full name of one team member.**
[Free Response]

11. **Are there any competing commitments that might prevent your team from fully participating in this experience during the scheduled timeframe** (e.g., vacations, organization-wide trainings, etc.)? *[Free Response]*

12. **Team Commitment Acknowledgement:** Participation in this sprint requires active engagement to ensure teams gain the most value from the experience. If selected for this opportunity, your team agrees to:
 - Attend weekly scheduled cohort learning sessions [90 minutes x 4 sessions]
 - Participate in coaching calls [up to 60 minutes x 4 sessions]
 - Complete assignments between sessions
 - Work toward producing the key deliverables: a vendor survey and outreach plan
 - Share lessons learned with peers during and after the sprint

Confirmation:

If selected, our team commits to actively participating in the sprint and completing the program deliverables.