



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY RECRUITING COMMAND
1307 THIRD AVENUE
FORT KNOX, KENTUCKY 40121-2725

VENDOR VISIT AND BRIEFING AGREEMENT

_____, hereafter referred to as the “Vendor,” is authorized to conduct a demonstration, product display, or briefing for U.S. Army Recruiting Command or other authorized personnel, about materials or subjects as herein described, and subject to the terms of this agreement.

DEMONSTRATION, PRODUCT DISPLAY, OR BRIEFING:

LOCATION & DATE(S) OF DEMONSTRATION, PRODUCT DISPLAY, OR BRIEFING:
-Office Call (in-office meeting) at USAREC HQ on _____.

The parties to this document agree as follows:

1. The primary purpose is to provide the Vendor with an opportunity to explain their product or service and shall not be used as an attempt to seek procurement sensitive information.
 - a. The Vendor acknowledges USAREC Employees’ obligation not to release nonpublic information under DoD 5500.07R, The Joint Ethics Regulation. This authority also requires all USAREC Employees to “act impartially and not give preferential treatment to any private organization or individual.”
 - b. The Vendor acknowledges USAREC employees’ obligation to protect procurement information under Title 41, U.S. Code Chapter 21—Restrictions on Obtaining and Disclosing Certain Information, formerly the Procurement Integrity Act, 41 U.S.C. § 2101 *et seq.*
2. Demonstrations, product displays, and briefings will be conducted for the sole purpose of demonstrating or displaying the capability of a particular item(s) or service and not for fulfilling mission requirements for an interim time frame. The demonstration, product display, or briefing will in no way, expressed or implied, obligate the U.S. Army Recruiting Command to purchase, rent, or otherwise acquire the item(s) or service demonstrated, displayed, or briefed. The Contractor has sole responsibility for furnishing all supplies and equipment necessary to accomplish the demonstration, product display, or briefing.
 - a. Demonstrations, product displays, or briefings will be conducted by an authorized representative of the Contractor furnishing the item(s) or services; no U.S.

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military or civilian employee of the Department of Defense will demonstrate or display item(s) or services on behalf of a Contractor. The U.S. Army Recruiting Command shall not assume the costs of or obligation for, expressed or implied, damages to, destruction of, or loss of a Contractor's equipment.

b. The Sponsor Lead is the duly authorized representative of the U.S. Government for the purpose of this agreement and is _____, at _____. The Sponsor Lead will work with the Contractor to schedule the demonstration, product display, or briefing, and coordinate logistics, security, and information technology requirements. The Sponsor Lead does not have the authority to commit the U.S. Government to any agreements or contracts, and will not be authorized to make any contact with the Contractor's organization until the Sponsor Lead has contacted the Office of the Staff Judge Advocate, U.S. Army Recruiting Command.

3. The Contractor will not file any claim against the U.S. Government or otherwise seek compensation for any information or services provided under this agreement.

4. Nothing in a meeting with, or demonstration by, the Contractor shall be construed as an obligation on behalf of the U.S. Government. The U.S. Army Recruiting Command and the Department of Defense are not bound, nor obligated, to follow any recommendations by the Contractor. The U.S. Government is not bound, nor obligated, in any way to give any special consideration to the Contractor on future contracts.

5. No U.S. Government services or U.S. Government-owned supplies will be provided for use by the Contractor.

_____/_____
Vendor Company Name / Vendor Title

_____/_____
Signature of Vendor / Date of Signature

_____/_____
Signature of Sponsor Lead / Date of Signature