

NEEDS ASSESSMENT SURVEY

GENERAL INSTRUCTIONS

1. Please complete this survey in full as it applies to your organization or firm. Tear out pages as needed to type or write your responses.
2. If the answer space provided is not adequate, please continue your response on a separate piece of paper, indicating the question number.
- I. This *voluntary* questionnaire consists of three parts:
 - I Firm Background
 - II Needs Assessment
 - III Competitive Enhancement Efforts
4. Questions related to this form should be directed to Elizabeth Powell (epowell@bis.doc.gov or at (202)-482-7418) or Ryan Barnes (rbarnes@bis.doc.gov or at (202)-482-2397), Trade and Industry Analysts, U.S. Department of Commerce, or by fax at (202) 482-5361.
5. **After making a copy of your completed response for your records, please email the completed survey to the following address: xxxx.**
6. **If responding by mail, return within 30 days to:**

**Bureau of Industry and Security
Office of Technology Evaluations
Room 1093
U.S. Department of Commerce
Washington, DC 20230**

This Needs Assessment Survey is conducted pursuant to the Defense Production Act of 1950, as amended. Information furnished herewith is deemed confidential and will not be published or disclosed except in accordance with Section 705 of the Defense Production Act of 1950, as amended (50 U.S.C App. Sec. 2155). Section 705 prohibits the publication or disclosure of this information unless the President determines that its withholding is contrary to the national defense. The information will be protected pursuant to the appropriate exemptions from disclosure under the Freedom of Information Act (FOIA), should it be the subject of a FOIA request.

Notwithstanding any other provision of law, no person is required to respond to, nor shall a person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB control number.

BURDEN ESTIMATE AND REQUEST FOR COMMENT

Public reporting burden for this voluntary collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information to: BIS Information Collection Officer, Room 6883, Bureau of Industry and Security, U.S. Department of Commerce, Washington, D.C. 20230, and to the Office of Management and Budget, Paperwork Reduction Project (OMB Control No.0694-00083), Washington, D.C. 20503.

OMB Control No. 0694-0083

Expiration Date: xx/xx/2024

NEEDS ASSESSMENT SURVEY

I. FIRM BACKGROUND

1. **Firm Name and Address:**

Name _____

Address _____

City, State _____ Zip _____

2. **Ownership:** If your firm is wholly or partly owned by another company, please give its name, location, and percent of ownership.

Name _____

City, State _____ Zip _____

Country _____ Percent of Ownership: _____%

3. **Person to Contact Regarding this Survey:**

Name _____ Title _____

Phone (____) _____ Fax (____) _____

E-Mail address _____ Website _____

4. **Type of Organization:** Indicate with a check (✓) the primary and secondary functions of your firm.

	Primary	Secondary
Manufacturer	<input type="checkbox"/>	<input type="checkbox"/>
Research Organization	<input type="checkbox"/>	<input type="checkbox"/>
Distributor	<input type="checkbox"/>	<input type="checkbox"/>
Broker	<input type="checkbox"/>	<input type="checkbox"/>
Reseller	<input type="checkbox"/>	<input type="checkbox"/>
Service ~ specify: _____	<input type="checkbox"/>	<input type="checkbox"/>
Academic	<input type="checkbox"/>	<input type="checkbox"/>
Other ~ specify: _____	<input type="checkbox"/>	<input type="checkbox"/>

5. Please briefly describe your business, including the products or services that you provide. **Attach a website link or copy of a brochure or annual report describing your firm and product line.**

6. Indicate the **type of work** your company does. Choose as many as are applicable.

- Research and development
- Product and design engineering (tooling, new processes, etc.)
- Manufacturing systems development and management
- Material preparation (casting, forming, molding, forging, etc.)
- Material finishing (machining, coating, plating, assembly, etc.)
- Inspection and quality control
- Test and evaluation
- Other: _____

7. Please indicate your firm's **approximate total sales** for the following years by placing a check (✓) in the appropriate boxes.

	2018	2019	2020	2021 (est.)
<\$250,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$250,000-<\$500,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$500,000-<\$1,000,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$1,000,000-<\$5,000,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$5,000,000-<\$10,000,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
>\$10,000,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Please estimate the percent of your total sales going to **defense endmarkets** for the years below.

	2018	2019	2020	2021 (est.)
% Defense	_____%	_____%	_____%	_____%

9. Please estimate the percent of your total sales that were **exported** for the years below.

	2018	2019	2020	2021 (est.)
% Exported	_____%	_____%	_____%	_____%

If you do **not** currently export, do you plan to export in the future? Yes No

10. Please provide the **total number of your employees** for the years listed below, providing estimates where necessary.

2018	2019	2020	2021 (est.)
_____	_____	_____	_____

11. How do you view the **competitive prospects** for your firm's operations over the next three years?

MARKET SHARE will...

- improve greatly
- improve somewhat
- stay the same
- decline somewhat
- decline greatly

TECHNOLOGICAL CAPABILITIES will...

- improve greatly
- improve somewhat
- stay the same
- decline somewhat
- decline greatly

Please explain the reasoning behind your response.

NEEDS ASSESSMENT SURVEY

II. NEEDS ASSESSMENT

So that we can better address your areas of interest, please **check (✓) the box(es)** corresponding to the types of assistance that would be **most helpful to your firm's growth and development needs**. The appropriate federal laboratories and government agencies will follow up on your responses.

- 1. Federally Developed Technology:** Acquiring and/or commercializing federally developed technology, including licenses and cooperative agreements, market potential, financial requirements and funding sources, technology and expertise requirements, and the patent process.

Yes No
- 2. Research and Development Programs:** Joint R&D efforts to promote dual-use technologies, spin-on, spin-off applications, including the Advanced Technology Program at the Department of Commerce, which offers matching funds for development of high-risk technologies, and the Small Business Innovation and Research Initiative, which provides funding for early stage proof-of-concept and technology demonstration projects.

Yes No
- 3. Dual Use Science & Technology Program:** The Department of Defense is seeking to work with companies on the cutting edge of technology and innovation in the fast-growing commercial sector. Firms, particularly those that traditionally have not worked with the military, are being invited to participate. This program offers matching funds for development of commercial technologies.

Yes No
- 4. Manufacturing Technology Deployment:** Determination of current capabilities relative to state-of-the-market technology, including assessment of current technology usage, business and manufacturing practices, and implementation of new technology.

Yes No
- 5. Manufacturing Technology Demonstration:** Assistance in the selection and implementation of new and emerging technologies, including rapid prototyping, equipment demonstration, and access to appropriate facilities and excess/salvage equipment.

Yes No
- 6. Manufacturing Processes:** Assistance with metrology, process design, quality/ISO 9000 training, materials, maintenance, and scrap & rework.

Yes No
- 7. Energy and Environmentally Conscious Manufacturing:** Information regarding green manufacturing, compliance with EPA and state regulations, and conservation.

Yes No
- 8. Exporting:** Counseling on basic exporting strategies, export promotion assistance, and export licensing.

Yes No

- 9. Best Manufacturing Practices (BMP) Program:** The BMP program was organized to identify cutting-edge developments in the manufacturing sector, disseminate information on these practices to the industrial base, and develop methods for U.S. industry to use the data. The BMP data is public, non-proprietary information which BMP makes broadly available through the internet and in print form.

Yes No

10. Financing:

- Loans Equity Capital Export Financing
 Guarantees Export Credit Insurance
 Small Business Insurance Export Policy
 Project Finance (limited recourse financing); repayment depends on cash flows

- 11. Electronic Commerce:** Learn to utilize the latest technologies to communicate with your customers. Information provided on Electronic Data Interchange, Internet Web Page Development, Standardized General Mark-Up Language (SGML), and Hyper Text Mark-Up Language (HTML).

Yes No

- 12. Federal Facilities and Equipment:** Information provided regarding the availability of manufacturing capabilities and excess federal facilities & equipment in multiple states for on-site use, lease, or possible purchase.

Yes No

NEEDS ASSESSMENT SURVEY

III. COMPETITIVE ENHANCEMENT AND DIVERSIFICATION EFFORTS

1. Please describe your activities to enhance your firm's overall competitiveness. Specify any new product areas and geographical markets you are exploring or concentrating on.
2. What percentage of your sales is spent on **research and development**? ____%
3. What percentage of your sales is spent on **test and evaluation**? ____%
4. Has your **R&D focus** changed over the last five years? Yes No

Comments:

6. Please rate each of the following **technology areas** according to its importance to your near-term (1-3 years) research and development efforts. Check (✓) the appropriate column for each technology.

TECHNOLOGY AREAS	Very Important	Somewhat Important	Not Important
Biotechnology			
Chemicals			
Communications			
Computer Hardware			
Computer Software			
Energy/Power Systems			
Environmental Issues			
Factory Automation			
Fiber Optics, Lasers			
Optoelectronics			
Manufacturing Equipment			
Materials			
Medical			
Pharmaceuticals			
Test & Measurement			
Transportation			
Sensors & Actuators			
Systems Integration			
Other, please specify: _____			
Other, please specify: _____			

7. From the list above, identify the two **most important** technology areas for your firm.

Most Important _____ 2nd Most Important _____

8. Are there **technologies** that you need assistance with? Yes No

Are there technologies that you would like to obtain to use in an R&D, testing and evaluation, or commercialization capacity? Yes No

Please discuss.

9. Are there any **facilities or assets** that you need to develop, produce, and/or test and commercialize products? Yes No

Please discuss.

10. Do you have any **patents** that you would like to license? Yes No

Please discuss.

11. Are your **employees** adequately trained and qualified? Yes No
Would you like assistance in training your employees? Yes No

Please discuss.

12. We are interested in knowing which **methods**, other than internal development, manufacturers have used or plan to use to develop the technologies they need. For each item in the matrix below, enter a check mark in the column which is true for your company. You may check more than 1 column for any item.

	My Company...				
	has done	plans to do	would consider	has no interest in	don't know
Licensing a technology					
Partnering with an outside organization to jointly develop a technology					
Hiring a research & development organization to develop a technology or solve a technical problem					
Personnel Exchanges					
Cooperative Research and Development Agreements (CRADAs)					
Acquiring Software					
Joining a consortium of companies that jointly develops a technology					
Work For Others (WFO) Arrangements					

13. Please list the **federal and state agencies** you use consistently or have worked with and describe the nature of your activity or partnership.

Agency	
1.	
2.	
3.	

14. Would you be interested in **working with government laboratories** on new or additional product and/or technology development projects?

Yes No

Do you know how to access the expertise and resources of the federal laboratories?

Yes No

15. Within the next five years, what percentage of your firm's defense-oriented operations need to be converted to commercial production? Please check (✓) the appropriate box below.

100% 75% 50% 25% less than 25% 0%

16. Has your firm already diversified any defense-oriented operations? Yes No
Is your firm in the process of diversification? Yes No
Does your firm plan to diversify any defense-oriented operations? Yes No

Comments:

17. Within the next five years, what percentage of your firm's NASA-oriented operations need to be converted to commercial production? Please check (✓) the appropriate box below.

100% 75% 50% 25% less than 25% 0%

18. Has your firm already diversified any NASA-oriented operations? Yes No
Is your firm in the process of diversification? Yes No
Does your firm plan to diversify any NASA-oriented operations? Yes No

Comments:

19. How many hours did your company dedicate to completion of this survey?

20. Additional comments? There are many topics which impact your company that this survey has not addressed. Please discuss some of these; what would your company (you) recommend?