

**SUGGESTED GUIDELINES  
FOR ACCEPTANCE OF NEW VENDOR AGREEMENTS**

1. Does this affinity program provide PBA members with a product/service that is valuable to them in their professional and/or personal lives?
2. Does this program offer the individual PBA member a price and benefit they cannot receive on their own?
3. Will this vendor provide quality and dedicated customer service to the PBA member and the PBA?
4. Will this vendor provide marketing materials and bear the expenses of postage, mailing labels, advertising, meeting exposure and brochures to encourage member awareness and participation in this PBA program.
5. Will the vendor provide a royalty to the PBA for the use of the PBA logo, exclusive endorsement of their product/service and internal promotion of the product/service? Is the royalty structure based on number of participants, volume of usage, cost of product agreeable?
6. Are products offered to the PBA non-gender specific?
7. Are the products/services offered available on a statewide basis?
8. Does the product/service conflict with a similar product/service offered by unit counties? Have the counties agreed upon equitable arrangements in question?
9. Is the product/service in competition with services and/or products offered by the Pennsylvania Bar Institute?
10. Are the customer service operations of the vendor satisfactory in order to lessen the amount of PBA staff time?
11. Is there enough background information on the company to be assured that this vendor can supply PBA members with the services and products agreed upon?
12. Have members of the Membership Development Committee recommended this benefit?
13. Has the PBA Board approved this benefit?