

Consultant's Name: _____

City of Seattle Consultant Questionnaire

INSTRUCTIONS: This is a mandatory form. Submit this form with your response. Provide information to the extent information available. If response is incomplete or requires further description, the City may request additional information within a specified deadline, or may determine the missing information is immaterial to award.

Consultant Information	
Consultant's Legal Name	
"Doing Business Name" (dba) if applicable	
Mailing Address	
Contact Person and Title	
Contact Person's Phone Number	
Contact Person's Fax Number	
Contact Person's E-Mail Address	
Dun & Bradstreet number (if available)	
Identify the City and State of your company headquarters	

Consultant Registration with City of Seattle	
Did your firm register on to the City's Registration System at http://www2.ci.seattle.wa.us/Consultantregistration/default.asp ? For assistance, call 206-684-0444.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Most companies must hold a Seattle Business License (if you have a facility/office in Seattle, conduct sales visits to Seattle, deliver products in your own trucks, or perform on-site consulting, repairs, installation, etc). If you fall within that category, will you immediately seek a Business License upon award and ensure all taxes are paid current?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Ownership	
Is your firm a sole proprietorship, partnership, corporation, limited liability company, subsidiary, parent, holding company, or affiliate of another firm? If yes, identify firm type and name of principal	
What year was your firm, under the present ownership configuration, founded?	
How many years has your firm been in continuous operation without interruption?	
What year did your firm begin providing, on a continuous basis, the types of services or products that are required from this solicitation?	

Financial Resources and Responsibility	Specify yes or no. If yes, explain.
Within the previous five years has your firm been the debtor in a bankruptcy?	
Is your firm in the process of or in negotiations toward being sold?	
Within the previous five years has your firm been debarred from contracting with any local, state, or federal governmental agency?	
Within the previous five years has your firm been determined to be a non-responsible for any government contract?	
Within the previous five years has a governmental or private entity terminated your firm's contract prior to contract completion?	
Within the previous five years has your firm used any Subconsultant to perform work on a government contract when that Subconsultant had been debarred by a governmental agency?	

Affirmative Contracting – SMC 20.42	Specify yes or no. If yes, explain.
Within the previous ten years has your firm been found to have violated any anti-discrimination laws or regulations, whether they be local, state, or federal?	

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Disputes	Specify yes or no. If yes, explain.
Within the previous five years has your firm been the defendant in court on a matter related to payment to subconsultants or contract work performance?	
Does your firm have outstanding judgments pending against it?	
Within the previous five years, was your firm assessed liquidated damages on a contract?	
Is your firm presently involved in a dispute (including litigation) regarding its right to provide the product or service being requested by the City for this contract, including but not limited to notice of and/or in litigation about patent infringement for the product and/or service that your firm is offering to the City?	

Compliance	Specify yes or no. If yes, explain.
Within the previous five years, has your firm or any of its owners, partners, or officers, been assessed penalties or found to have violated any laws, rules, or regulations of a government entity? This does not include owners of stock in your firm if your firm is a publicly traded corporation.	
Within the past ten years, has any principal, officer or employee who will perform any of the work for the City been convicted of a crime ?	
If a license is required to perform the services sought by this solicitation, within the previous ten years has your firm or any principal, officer or employee who will perform work for the City had a license suspended by a licensing agency or been found to have violated licensing laws?	
If Hazardous Materials are an element of the scope of work to be performed for the City, has any principal, officer or employee who will perform work for the City had any violations of improper disposal of such materials or any violation of associated laws, rules or regulations in the previous five years?	
Is there any other information that the City should be aware of regarding your history with financial, criminal or legal history, that has bearing on the work that the City is considering you to perform?	

Involvement by Current and Former City Employees	Specify yes or no.
Are any of your company's principals, officers or employees who will perform work for the City, a current or former City of Seattle employee or volunteer? If yes, identify the employee name. Advise them of the duty to comply with City of Seattle's Code of Ethics, Seattle Municipal Code Chapter 4.16.	
Will any of your principals, officers or employees who will perform work for the City work more than 1,000 hours (per rolling 12 months) within a City contract, combining the hours for work under this contract and any other? If so, identify the worker by name, and if the work pertains to an existing City contract, identify the contracting department and name of City contact. Advise the worker of their duty to comply with the City of Seattle's Code of Ethics, Seattle Municipal Code Chapter 4.16	
Does any principal, officer or employee who will perform work for the City of your firm, have a business interest or a close family or domestic relationship with any City official, officer or employee who was, is, or will be involved in selection, negotiation, drafting, signing, administration or evaluation of the Consultant performance?	

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Business History	Specify yes or no.
In the last five years, has your firm held contracts with any other public agency to provide services similar in size and scope to that required by the City of Seattle in this solicitation?	
Provide and/or attach a list contracts your local firm held in the past five years, with sufficient detail for the City to understand the depth and breadth of your experience, with a particular emphasis on contracts with public agencies. The City may use this to assess your capability and experience at this particular type of product provision or service work. Specify the name/contact that can serve as a reference for each. <ul style="list-style-type: none"> • If you have many such contracts, you can provide a brief list. • If you are a subsidiary of a national firm, summarize the contracts that represent your local office. 	

This form is submitted to the City of Seattle by an officer or person eligible to represent the Consultant firm, and the submittal certifies:
Consultant is not debarred, suspended, proposed for debarment, or declared ineligible for award of contracts by any state, local, federal or other public agency.
During the most recent three years, the Consultant has not been convicted of or had a civil judgment rendering against the firm for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government contract or subcontract; violation of federal or state antitrust or similar statutes, relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property, and my firm is not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.
Consultant has not paid, nor will pay, federal appropriated funds (including profit or fee received under a covered federal transaction), to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the Offeror shall notify the City of Seattle and complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities.
Consultant has not had a governmental or private entity contract terminated prior to contract completion or debarred from submitting a contract proposal, within the last five years.
Within the previous five years, Consultant has not used any subconsultant to perform work on a government contract when that Subconsultant had been debarred by a governmental agency.
Consultant's Offer is valid until the date the City awards a Consultant Contract or rejects all offers;
Consultant has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of competitive pricing in the preparation and submission of its Offer;
Consultant shall provide immediate written notice to the City of Seattle if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
Submittal of this Consultant Questionnaire with your proposal provides authority and certification for your entire submittal, and is an attestation that the information in this Consultant Questionnaire and within your submittal proposal documents are true and valid

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City Non-Disclosure Request

If you believe any statements or items you submit to the City as part of this submittal/response are exempt from public disclosure under the Washington Public Records Act (PRA), you must identify and list them below. You must very clearly and specifically identify each statement or item, and the specific exemption that applies. If awarded a City contract, the same exemption status will carry forward to the contract records.

The City will **not** exempt materials from disclosure simply because you mark them with a document header or footer, page stamp, or a generic statement that a document is non-disclosable, exempt, confidential, proprietary, or protected. You may not identify the entire page, unless the entire page is within the exemption scope. Only records properly listed on this Form will be protected and withheld for notice. All other records will be considered fully disclosable upon request.

- I do not request any information be withheld.
- I request the following specific information be withheld. I understand that all other information will be considered public information. For each statement or item you intend to withhold, you must fill out every box below. You should not require an entire page withheld; only request the specific portion subject to the exemption.

Document Page: Specify the page number on which the material is located within your submittal package (page number)	Statement: Repeat the text you request to be held as confidential, or attach a redacted version.	RCW Exemption: Specify the RCW exemption including the subheading

For this request to be valid, you must specify the RCW provision or other State or Federal law that designates the documents as exempt from disclosure. For example, potential RCW exemptions include the following:

1. RCW 42.56.230.3 – Personal information - taxpayer
2. RCW 42.56.230.4 – Personal information – Credit card numbers and related
3. RCW 42.56.240 - Investigative, law enforcement and crime victims
4. RCW 42.56.250 – Employment and licensing – specify the applicable subheading
5. RCW 42.56.260 - Real estate appraisals
6. RCW 42.56.270 (Items 1 through 17) – specify which subheading.
7. RCW 42.56.270 (items 1 through 17) – specify applicable subheading
8. RCW 42.56.420 - Security

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Equal Benefits Compliance Declaration

Please declare *one (1)* option from the list below that describes the Contractor's intent to comply with Seattle Municipal Code Chapter 20.45 should you win the contract.

Equal Benefits applies to any contractor location in the United States where substantive contract work is being performed (work directly related in a substantial way to the contract scope and deliverables).

- Option A** The Contractor makes, or intends to make by the contract award date, **all benefits available on an equal basis** to its employees with spouses and its employees with domestic partners, and to the spouses and the domestic partners of employees, in every location within the United States where substantial work on contract will be performed.
- Option B** The Contractor **does not make benefits available** to either the spouses or the domestic partners of its employees.
- Option C** The Contractor **has no employees**.
- Option D Collective Bargaining Delay.** Benefits are available on an equal basis to non-union workers, but union workers are subject to a collective bargaining agreement that does not provide equal benefits.
- Option E Open Enrollment Delay.** The first open enrollment period for implementing Equal Benefits is not available until after contract execution
- Option F Cash Equivalent Payment.** The Contractor intends to provide a cash equivalent payment to eligible employees in lieu of making benefits available.
- No United States Presence** The Contractor does not perform substantial work for the contract in any United State location.
- Non-Compliant** The Contractor does not comply and does not intend to comply, and refuses all options provided above.

Equal Benefits Instructions

Seattle Municipal Code Chapter 20.45 (SMC 20.45) requires companies executing a City contract to provide health and benefits that are the same or equivalent to domestic partners of employees as to spouses of employees, and of their dependents and family members.

1. Carefully fill out the Equal Benefits Declaration. It is essential to your standing in the evaluation process, so it is important to understand and complete the declaration properly.
2. The Buyer or Coordinator for the solicitation can answer any questions about this requirement or you may call the general office at 206-684-0444. Call before you submit your bid to ensure you've filled out the form correctly.
3. "Domestic Partner" is any person who is party to a same-sex marriage that is legally recognized in the place of jurisdiction of the marriage, or as a Domestic Partner with the employer or with a government registry established by state or local law. If the employer does not have a registration system and does not intend to implement one, the City of Seattle has a registration system as an option: <http://www.seattle.gov/leg/clerk/dpr.htm>

The City will review your responses and make a final determination. If the information you supply is conflicting or not clearly supported by the documentation that the City receives, the City may reject your entire submittal (bid or proposal) or may seek clarification to ensure the City properly classifies your compliance.

Companies that select "Non Compliant" will be rejected, unless there is no competitor that is compliant, responsive and responsible. The City may also find a Bidder "Non Compliant" upon inspection of their program. Be prepared with documentation to support your declaration. All contracts awarded by the City may be audited for equal benefits compliance. Non-compliance may result in the rejection of a bid or proposal, or termination of the contract.

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