

Consultant's Name: _____

City of Seattle Consultant Questionnaire

Please have an officer or person eligible to represent the Consultant firm fill out this form. Submittal of this Consultant Questionnaire with your proposal or contract is an attestation that the information in this Consultant Questionnaire and within your submittal documents are true and valid. Provide prompt notice to the City if, at any time prior to contract award, any facts need to be corrected.

INSTRUCTIONS: This is a mandatory form. Submit this form with your response. Provide information to the extent this information is available. If your 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.

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	
Identify the City and State of your company headquarters	
Federal Unique Entity Identifier (if available)	
Dun & Bradstreet number (if available)	

Consultant Billing Contact Person: Identify the person who will prepare and manage your invoices. This helps the City contract manager offer instructions that ensure your invoices are promptly paid. Be aware that any subconsultants must be paid within 30 days of invoice, regardless of City payment to prime.	
Person and Title	
Person's Phone Number	
Person's Fax Number	
Person's E-Mail Address	
Remittance Address, if different from Mailing Address	

Consultant Registration with City of Seattle	Specify yes or no.
Verify your firm is registered into the City's Online Business Directory (www.seattle.gov/obd) and that your Taxpayer ID number and WMBE status are accurate. For help, call 206-684-0383.	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 work in Seattle). If you fall within that category, will you immediately seek a business license no later than your notice of award and ensure all city taxes are paid current?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Ownership	
Type of business (check one):	
<input type="checkbox"/> Sole proprietorship, partnership, corporation, limited liability company, subsidiary, parent, holding company, or affiliate of another firm? If checked, identify type and name of principal(s):	
<input type="checkbox"/> Other including non-profit, charitable foundation, governmental agency, etc. Specify type:	

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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 without interruption the services desired for this contract?	

Financial Resources and Responsibility	Specify yes or no.
Within the previous five years has your firm been the debtor in a bankruptcy?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your firm in negotiations toward being sold?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has your firm been debarred or found non-responsible for contracting with any local, state, or federal governmental agency within the past 5 years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Within the previous five years has a governmental or private entity terminated your firm's contract prior to contract completion for failed performance?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Within the previous five years has your firm used any subconsultant on a government contract when that subconsultant was debarred by a governmental agency?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Social Equity compliance	Specify yes or no.
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?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has your firm ever received an unsatisfactory rating from a city department for your performance in achieving women and minority firm good faith efforts?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>Does your firm comply – to the extent required - with the following City of Seattle Labor Standards requirements from Seattle Municipal Code Title 14:</p> <ol style="list-style-type: none"> 1) City Paid and Sick Time labor standards, providing paid sick and safe time to eligible employees? Most employers must provide employees who have work hours in Seattle, with accrued paid sick and safe time. Payment of prevailing wages does not ensure compliance (SMC 14.16). 2) Minimum Wage labor standards which set wages for employees working within city limits (SMC 14.19). 3) Wage Theft labor standards which establish basic requirements for payment of wages and tips for employees working within city limits, including providing various payment documentation to employees (SMC 14.20). <p>If "No" please provide an explanation of the circumstances. The City may audit payroll records or interview workers to ensure compliance. For more information regarding these requirements, see Municipal Code Title 14 or http://www.seattle.gov/laborstandards, or call the Office of Labor Standards at 206.256.5297.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If No, explain:</p>
Has your firm ever been found by the City or any government agency, to have underpaid your workers or employees (this includes instances where you may have provided the restitution to make the worker whole)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your product or service comply – to the extent required – with the Americans with Disabilities Act (ADA), as amended (42 U.S.C. Sec. 12101 et seq.) or Section 504 of the Rehabilitation Act of 1973 (Rehabilitation Act) as amended, (29 U.S.C § 701 et .seq.); the Washington Law Against Discrimination, (Wash. Rev. Code Ann. § 49.60), as amended and the most current Web Content Accessibility Guidelines?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has your firm received complaints from any customer, employee, or end user that your firm's software, product, or service is not compliant with the ADA, the Rehabilitation Act, the Washington Law Against Discrimination, or the most current Web Content Accessibility	Yes <input type="checkbox"/> No <input type="checkbox"/>

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Guidelines within the last 2 years?	
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Disputes	Specify yes or no.
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?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your firm have outstanding judgments pending against it?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Within the previous five years, was your firm assessed liquidated damage on a contract?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Involvement by Current and Former City Employees and Organizational Conflicts of Interest	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?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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 advise the worker of their duty to comply with the City of Seattle's Code of Ethics, Seattle Municipal Code Chapter 4.16	Yes <input type="checkbox"/> No <input type="checkbox"/>
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?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Miscellaneous Questions	Specify yes or no.
Within the previous five years, has your firm or any of its owners, principals, 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.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Within the past ten years, has any owner, principal, or officer who will perform any of the work for the City been convicted of a crime?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If a license is required to perform, 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 or been found to have violated licensing laws?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>
If hazardous materials are within the work to be performed, has any principal, officer or employee who will perform work for the City had violations of improper disposal of such materials or violations of associated laws, rules or regulations in the previous five years?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>
Is there any other information the City should be aware of regarding your financial, criminal or legal history that has bearing on the work that the City is considering you to perform? For example: conviction or civil judgement 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, any present indictment for, or otherwise criminally or civilly charged by a government entity.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, explain:

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Certifications	Specify agree or disagree.
Consultant certifies that to the best of its knowledge and belief and except as otherwise disclosed, he or she does not have any organizational conflict of interest which is defined as a situation in which the nature of work to be performed under this proposed contract and the bidder's organizational, financial, contractual, or other interests may, without some restriction on future activities: (a) Result in an unfair competitive advantage to the Consultant; or, (b) Impair the Consultant's objectivity in performing the contract work.	Agree <input type="checkbox"/> Disagree <input type="checkbox"/>
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.	Agree <input type="checkbox"/> Disagree <input type="checkbox"/>
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;	Agree <input type="checkbox"/> Disagree <input type="checkbox"/>

Business History	List or attach
<p>Provide and/or attach a list of 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.</p> <ul style="list-style-type: none"> • If you have many such contracts, simply list. • If you are a subsidiary of a national firm, summarize contracts for your local office. 	

Proposal Expiration	
Consultant understands that Offers are valid until the City awards a Consultant Contract or rejects all offers	

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City Non Disclosure Request

If you believe any statements or items you submit to the City as part of this bid/response are exempt from disclosure under the Washington Public Records Act, RCW Chapter 42.56, you must identify and list them below **and provide the City with a copy of your bid/response with those portions redacted**. Should the City receive a public records request for your bid/response, the City will first release the redacted version of the proposal to the requester. Requesters may accept the redacted proposal or decide to challenge all or some of the exemptions applied by the vendor. If the requestor challenges the exemptions, the City provides you with notice and up to ten days to seek an injunction to prevent the release of the challenged portion of the record. This notice is a courtesy and not a legal obligation. Only records properly listed on this form and redacted will be protected and withheld for notice. All other records will be considered fully disclosable upon request.

The City will **not** withhold information or provide notice simply because your document is marked with a document header or footer, page stamp, or a generic statement that a document is non-disclosable, exempt, confidential, proprietary, or protected. You must very clearly and specifically identify each statement or item and the corresponding RCW exemption that applies. You may not identify the entire page, unless the entire page is within the exemption scope.

- ☐ 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	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. Please refer to [Chapter 42.56 of the Revised Code of Washington](#) for the exemptions.

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Equal Benefits Compliance Declaration (contracts \geq \$69,000)

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 and Contractor will provide a cash equivalent payment to eligible employees until Equal Benefits can be implemented.
- ☐ **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.
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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 or opposite-sex domestic partnership that is legally recognized in the place of jurisdiction where the union was established, including same-sex marriage, or registered as a Domestic Partner with the employer or 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>

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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.