**Internal Controls Checklist**

Project Manager: Review and place documents into the contract file.

|  |  |  |
| --- | --- | --- |
|  | Received, Reviewed and Filed |  |
| Consultant Questionnaire |  |  |
| Background Checks if applicable |  |  |
| CBO Notification if above $250k |  |  |
| Council Notification if above $750k |  |  |
| Insurance Checklist |  |  |
| WMBE Inclusion Plan if > $410,000 |  |  |
| Legal Name verified |  | <http://www.coordinatedlegal.com/SecretaryofState.html> |
| Seattle Business License current |  | <http://deawinw509/DEA/SLIMBusinessInfo/Search/Search.aspx> |
| Federal Debarment verified |  | [www.sam.gov](http://www.sam.gov) |
| State of Washington UBI active |  | <http://dor.wa.gov/content/doingbusiness/registermybusiness/brd/> |
| Firm registered in OBD |  | <http://www.seattle.gov/obd> |