**Form\_Federal Consultant Questionnaire**

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| **Thank you for participating in the CID Place-Based Group. This form collects information that is required for us to meet City and Federal requirements. Please fill out and sign this form. Submittal of this Questionnaire with your proposal is an attestation that the information in this Questionnaire and within your submittal documents are true and valid.** |

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.

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| Your Name (“Participant”) |  |
| Your Phone Number |  |
| Your Fax Number |  |
| Your E-Mail Address |  |
| Address where checks should be mailed, if different from Mailing Address |  |

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| **If you are participating in this group as a representative of a non-profit, charity, or community organization, please fill out this section.** | |
| Organization’s Legal Name |  |
| “Doing Business Name” (dba) if applicable |  |
| Mailing Address |  |
| Your Title |  |
| Identify the City and State of your company headquarters |  |
| Unique Entity Identifier number (from Sam.gov) (required for federal-aid contracts |  |
| Type of organization (check one): | 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):  Other including non-profit, charitable foundation, governmental agency, etc. Specify type: |
| What year was your organization, under the present leadership 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? |  |
| (If applicable) Is your organization in negotiations toward being sold or reorganized? | Yes  No |
| Is your organization registered on the federal System for Award Management ([www.sam.gov](http://www.sam.gov)). If “No” please register your organization. Note. In addition to evaluating your statements on this questionnaire, the City will verify that the Participant has not been debarred for federal contracting under the SAM database. | Yes  No |
| Within the previous five years has a governmental or private entity terminated your firm’s contract prior to contract completion for failed performance? | Yes  No |
| Within the previous five years has your organization used any subconsultant on a government contract when that subconsultant was debarred by a governmental agency? | Yes  No |
| Does your organization comply – to the extent required - with the following City of Seattle Labor Standards requirements from Seattle Municipal Code Title 14:   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).   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. | Yes  No  If No, explain: |
| Has your organization 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  No |

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| **Consultant Registration with City of Seattle** | |
| If you are applying as a representative of an organization, 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  No NA |
| 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  No NA |

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| **Financial Resources and Responsibility** | **Specify yes or no.** |
| Are you (and your organization, if applicable) able to certify that you do not have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability? | Yes  No |
| Within the previous five years have you (or your organization, if applicable) been the debtor in a bankruptcy? | Yes  No |
| Have you verified that you and your organization (if applicable) and any principals, affiliates, and subcontractors are eligible to participate in this federally funded contract and are not presently declared by any Federal department or agency to be:  a) Debarred from participation in any federally assisted Award;  b) Suspended from participation in any federally assisted Award;  c) Proposed for debarment from participation in any federally assisted Award;  d) Declared ineligible to participate in any federally assisted Award;  e) Voluntarily excluded from participation in any federally assisted Award; or  f) Disqualified from participation in any federally assisted Award.  If you answer “no” to this question, you must submit an explanation for City review.  The Participant understands that its certification is a material representation of fact relied upon by the City of Seattle. If it is later determined by the City of Seattle that the applicant knowingly rendered an erroneous certification, in addition to remedies available to the City of Seattle, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The Participant agrees to comply with the requirements of 2 C.F.R. part 180, subpart C, as supplemented by 2 C.F.R. part 1200, while this offer is valid throughout the period of any contract that may arise from this offer. The applicant further agrees to include a provision requiring such compliance in its lower tier covered transactions. | Yes  No |
| Have you (or your organization, if applicable) been debarred or found non-responsible for contracting with any local or state, or agency within the past 5 years? | Yes  No |

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| **Social Equity compliance** | **Specify yes or no.** |
| Within the previous ten years have you (or your organization, if applicable) been found to have violated any anti-discrimination laws or regulations, whether they be local, state, or federal? | Yes  No |
| Have you (or your organization if applicable) ever received a satisfactory or unsatisfactory rating from a city department for your performance in achieving women and minority firm good faith efforts? | Yes  No |
| 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  No |
| Have you (or your organization, if applicable) received complaints from any customer, employee, or end user that your 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 Guidelines within the last 2 years? | Yes  No |

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| **Disputes** | **Specify yes or no.** |
| Within the previous five years have you (or your organization, if applicable) been the defendant in court on a matter related to payment to subconsultants or contract work performance? | Yes  No |
| Do you (or your organization, if applicable) have outstanding judgments pending against it? | Yes  No |
| Within the previous five years, were you (or your organization, if applicable) assessed liquidated damage on a contract? | Yes  No |
| Are you (or your organization, if applicable) 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  No |

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| **Involvement by Current and Former City Employees and Organizational Conflicts of Interest. These questions ensure compliance with the City’s ethics laws.** | **Specify yes or no.** |
| Are you a current or former City of Seattle employee or volunteer? | Yes  No |
| Will you 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, please ensure that you comply with the City of Seattle’s Code of Ethics, Seattle Municipal Code Chapter 4.16 | Yes  No |
| Do you 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 performance for this agreement? | Yes  No |

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| **Miscellaneous Questions** | **Specify yes or no.** |
| Within the past 24 months have you (or, if applicable, any of your organization’s owners, principals, or officers) been convicted of a felony criminal violation under any federal law? (**Note**: if the response is “yes”, the City, as Recipient, may be required to refer the matter to the federal grant agency for review if the Participant is under consideration of contract award. This kind of review would be required for FTA funded projects.) | Yes  No |
| Within the previous five years, have you (or, if applicable, any of your organization’s 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  No |
| Within the past ten years, have you been convicted of a crime? | Yes  No |
| 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  No  If Yes, explain: |

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| **Certifications** | **Specify agree or disagree.** |
| Participant 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 Participant’s organizational, financial, contractual, or other interests may, without some restriction on future activities: (a) Result in an unfair competitive advantage to the Participant; or, (b) Impair the Participant’s objectivity in performing the contract work. | Agree  Disagree |
| Participant 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. If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts in connection with this Federal agreement, the Participant shall notify the City of Seattle and complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities. | Agree  Disagree |
| Participant 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  Disagree |

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| **Proposal Expiration** |  |
| Participant understands that Offers are valid until the City awards a Participant Agreement or rejects all offers. | |

By signing below the Participant certifies that its responses contained herein are accurate to the best of its knowledge.

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| **Print Name** |  |
| |  | | --- | | **Signature** | |  |

**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 Consultant. 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.

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| **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 |
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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](http://apps.leg.wa.gov/rcw/default.aspx?cite=42.56&full=true) for the exemptions.

**Equal Benefits Compliance Declaration** (contracts > $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). If you are applying as an individual and not part of an organization, select Option C.

**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. The cash equivalent is the amount of money equal to **the amount paid by the contractor** for the benefit given to the spouse of a similarly situated employee during the term of the contract. Cash equivalent is only what the company pays for benefits provided to spouses, and does not include what the employee contributes. To the extent that a Contractor limits the availability of any benefit to the spouses of employees, or vice versa, the availability of a cash equivalent may be similarly limited. The cash equivalent shall be paid by the contractor to employees with domestic partner either on the same schedule as the contractor uses for the benefit given to employees with spouses, or, if no such schedule exists, on another schedule so long as such payment is made no less than once per month. No cash equivalent payment will be required where a contractor demonstrates that making such a payment would violate federal or state law.

**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 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>

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.

**CERTIFICATION REGARDING LOBBYING**

The undersigned Consultant certifies, to the best of his or her knowledge and belief, that:

1. Each person shall file a certification, and a disclosure form, if required, with each submission that initiates agency consideration of such person for:
   1. Award of a Federal contract, grant, or cooperative agreement exceeding $100,000; or
   2. An award of a Federal loan or a commitment providing for the United States to insure or guarantee a loan exceeding $150,000.
2. Each person shall file a certification, and a disclosure form, if required, upon receipt by such person of:
   1. A Federal contract, grant, or cooperative agreement exceeding $100,000; or
   2. A Federal loan or a commitment providing for the United States to insure or guarantee a loan exceeding $150,000, Unless such person previously filed a certification, and a disclosure form, if required, under paragraph (a) of this section.
3. Each person shall file a disclosure form at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affects the accuracy of the information contained in any disclosure form previously filed by such person under paragraphs (a) or (b) of this section. An event that materially affects the accuracy of the information reported includes:
   1. A cumulative increase of $25,000 or more in the amount paid or expected to be paid for influencing or attempting to influence a covered Federal action; or
   2. A change in the person(s) or individual(s) influencing or attempting to influence a covered Federal action; or,
   3. A change in the officer(s), employee(s), or Member(s) contacted to influence or attempt to influence a covered Federal action.
4. Any person who requests or receives from a person referred to in paragraphs (a) or (b) of this section:
   1. A subcontract exceeding $100,000 at any tier under a Federal contract;
   2. A subgrant, contract, or subcontract exceeding $100,000 at any tier under a Federal grant;
   3. A contract or subcontract exceeding $100,000 at any tier under a Federal loan exceeding $150,000; or,
   4. A contract or subcontract exceeding $100,000 at any tier under a Federal cooperative agreement,
   5. Shall file a certification, and a disclosure form, if required, to the next tier above.
5. All disclosure forms, but not certifications, shall be forwarded from tier to tier until received by the person referred to in paragraphs (a) or (b) of this section. That person shall forward all disclosure forms to the agency.
6. Any certification or disclosure form filed under paragraph (e) of this section shall be treated as a material representation of fact upon which all receiving tiers shall rely. All liability arising from an erroneous representation shall be borne solely by the tier filing that representation and shall not be shared by any tier to which the erroneous representation is forwarded. Submitting an erroneous certification or disclosure constitutes a failure to file the required the required certification or disclosure, respectively. If a person fails to file a required certification or disclosure, the United States may pursue all available remedies, including those authorized by section 1352, title 31, U.S. Code.
7. For awards and commitments in process prior to December 23, 1989, but not made before that date, certifications shall be required at award or commitment, covering activities occurring between December 23, 1989, and the date of award or commitment. However, for awards and commitments in process prior to the December 23, 1989 effective date of these provisions, but not made before December 23, 1989, disclosure forms shall not be required at time of award or commitment but shall be filed within 30 days.
8. No reporting is required for an activity paid for with appropriated funds if that activity is allowable under either subpart B or C.

Please check the applicable box and sign below:

☐NO LOBBYING DISCLOSURE TO REPORT

☐LOBBYING TO REPORT, USE SF LLL form (separate form is completed disclosing my firm’s lobbying

activity pursuant to 31 U.S.C A 3801, et seq.).

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| Date: |  |
| Name: |  |
| Organization (if applicable) |  |
| Signature: |  |

**Debarment, Suspension, Ineligibility and Voluntary Exclusion**

The Consultant shall comply and facilitate compliance with U.S. DOT regulations, “Nonprocurement Suspension and Debarment,” 2 C.F.R. part 1200, which adopts and supplements the U.S. Office of Management and Budget (U.S. OMB) “Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” 2 C.F.R. part 180. These provisions apply to each contract at any tier of $25,000 or more, and to each contract at any tier for a federally required audit (irrespective of the contract amount), and to each contract at any tier that must be approved by a federal official irrespective of the contract amount. As such, the Consultant shall verify that its principals, affiliates, and subcontractors are eligible to participate in this federally funded contract and are not presently declared by any Federal department or agency to be:

a) Debarred from participation in any federally assisted Award;

b) Suspended from participation in any federally assisted Award;

c) Proposed for debarment from participation in any federally assisted Award;

d) Declared ineligible to participate in any federally assisted Award;

e) Voluntarily excluded from participation in any federally assisted Award; or

f) Disqualified from participation in any federally assisted Award.

**By signing and submitting its bid or proposal, the bidder or proposer certifies as follows:**

The certification in this clause is a material representation of fact relied upon by the City of Seattle. If it is later determined by the City of Seattle that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to the City of Seattle, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The Consultant agrees to comply with the requirements of 2 C.F.R. part 180, subpart C, as supplemented by 2 C.F.R. part 1200, while this offer is valid throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

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| Date: |  |
| Name: |  |
| Organization (if applicable) |  |
| Signature: |  |