

Consultant's Name: _____

Mid Sound Fisheries 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 Mid Sound if, at any time prior to award of any specific contract, any facts need to be corrected.

INSTRUCTIONS: This is a mandatory form ONLY if you would like to be considered for work within the City of Seattle. Submit this form with your response. Provide information to the extent this information is available. If your response is incomplete or requires further description, Mid Sound 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	
Dun & Bradstreet number (if available)	
Identify the City and State of your company headquarters	

Consultant Billing Contact Person: Identify the person who will prepare and manage your invoices. This helps the Mid Sound Operations Director offer instructions that ensure your invoices are promptly paid. Be aware that any subconsultants must be paid within 30 days of invoice, regardless of Mid Sound payment to prime.

Person and Title	
Person's Phone Number	
Person's Fax Number	
Person's E-Mail Address	

Consultant Registration with City of Seattle

Verify your firm is registered into the City of Seattle's Registration System and that your Taxpayer ID number and WMBE status are accurate. For help, call 206-529-9467. http://www2.ci.seattle.wa.us/Consultantregistration/default.asp	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

Is your firm is a sole proprietorship, partnership, corporation, limited liability company, subsidiary, parent, holding company, or affiliate of another firm? If yes, identify type and name of principal	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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?	
Is your firm in negotiations toward being sold?	
Has your firm been debarred or found non-responsible for contracting with any local, state, or federal governmental agency within the past 5 years?	
Within the previous five years has a governmental or private entity terminated your firm's	

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contract prior to contract completion for failed performance?	
Within the previous five years has your firm used any subconsultant on a government contract when that subconsultant was debarred by a governmental agency?	

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?	
Has your firm ever received a satisfactory or unsatisfactory rating from a city department for your performance in achieving women and minority firm good faith efforts?	
Does your firm comply – to the extent required - with the City of Seattle's Paid and Sick Time ordinance (Chapter 14), 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. The City of Seattle may audit payroll records of Mid Sound and/or sub-consultants, or interview workers to ensure compliance. For information, see Seattle Municipal Code Chapter 14.16 or http://www.seattle.gov/laborstandards , or call the Office of Labor Standards at 206.684.4500.	
Has your firm ever been found by the City of Seattle 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)?	
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 for contract work performance?	
Does your firm have outstanding judgments pending against it?	
Within the previous five years, was your firm assessed liquidated damage 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 Mid Sound, 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 Mid Sound?	

Compliance. Criminal convictions alone are not a basis for rejecting a proposal or individual. Mid Sound may consider whether a conviction has material nexus to contract risks, and whether adjustments to work or assignments should be pursued accordingly. If background checks are needed for individuals who will perform work on specific contracts, Mid Sound reserves the right to require such background checks.	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.	
Within the past ten years, has any owner, principal, or officer who will perform any of the work for Mid Sound been convicted of a crime?	
Special licenses may be required for some tasks. Within the previous ten years has your firm or any principal, officer or employee who will perform work for Mid Sound had a license suspended or been found to have violated licensing laws?	
If hazardous materials are within the work to be performed, has any principal, officer or employee who will perform work for Mid Sound had violations of improper disposal of such materials or violations of associated laws, rules or regulations in the previous five years?	
Is there any other information Mid Sound should be aware of regarding your financial, criminal or legal history that has bearing on the work that is described in this solicitation? 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	

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charged by a government entity.	
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 Mid Sound and complete and submit, with its response, OMB standard form LLL, Disclosure of Lobbying Activities.	
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 response;	

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 Mid Sound, a current or former Mid Sound and/or 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 Mid Sound work more than 1,000 hours (per rolling 12 months) within a Mid Sound and/or City of Seattle contract? If so, identify the worker by name, and if the work pertains to an existing Mid Sound or City contract, name of Mid Sound or City contract. 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 of your firm who will perform work for Mid Sound, have a business interest or a close family or domestic relationship with any Mid Sound and/or City of Seattle official, officer or employee who was, is, or will be involved in selection, negotiation, drafting, signing, administration or evaluation of the Consultant performance?	

Campaign Contributions	Specify yes or no.
Consultant complies with SMC 2.04.601 (I-222) which reads "The measure would limit election campaign contributions from entities receiving City of Seattle contracts totaling \$250,000 or more, or from persons spending \$5,000 or more for lobbying; require 24-hour reporting of electronic contributions; require paid signature gatherer identification, limit lobbying by former City of Seattle officials; create a voluntary program for public campaign financing through \$100 vouchers issued to registered voters funded by ten years of additional property taxes, with \$3,000,000 (approximately \$0.0194/\$1000 assessed value) collected in 2016.	

Business History	List or attach
Provide and/or attach a list of contracts your local firm held in the past five years with Mid Sound and/or the City of Seattle. Provide sufficient detail for Mid Sound to understand the depth and breadth of your experience. Mid Sound 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, simply list. • If you are a subsidiary of a national firm, summarize contracts for your local office. 	

Proposal Expiration	
Consultant understands that responses are valid until Mid Sound completes the roster or rejects all responses.	

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If you believe any statements or items you submit to Mid Sound 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 Mid Sound contract, the same exemption status will carry forward to the contract records.

Mid Sound 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 (contracts \geq \$49,000)

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 be awarded a specific 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. Mid Sound requires compliance with this code prior to awarding a specific contract within the City of Seattle.

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 Mid Sound Project Manager at (206) 529-9467.
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>

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

Companies that select "Non-Compliant" will be rejected for work within the City of Seattle, unless there is no competitor that is compliant, responsive and responsible. Mid Sound may also find a consultant "Non-Compliant" upon inspection of their program. Be prepared with documentation to support your declaration. All contracts awarded

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by Mid Sound may be audited for equal benefits compliance. Non-compliance may result in the rejection of a bid or proposal, or termination of the contract.