SUBCONSULTANT PRE-QUALIFICATION QUESTIONNAIRE

Consultants seeking to provide subconsultant Architecture/Engineering and/or related services to HAKS must complete this form and submit it to HAKS Marketing Department (marketing@haks.net) for review and approval. Any potential subconsultants must be pre-qualified prior to executing a subcontract with HAKS. The information provided on this form will be reviewed as part of the selection criteria. Please provide the requested information as completely as possible to facilitate review and evaluation of your qualifications.

SECTION 1: COMPANY INFORMATION

Name of Company:

Address: Street: City: State: Zip Code:

FEIN:	DUNS:	Year of Formation:
Indicate type or organization: ☐ Corporation ☐ PC ☐ DPC ☐ S-Corp ☐ Partnership ☐ LLC ☐ LLP ☐ Sole Proprietorship ☐ Joint Venture	Specialty Services:	Contact Name:
		Work Number:
		Cell Number:
		Email:

Is this business affiliated or a subsidiary of any other company? ☐ YES ☐ NO

Name of Parent Company:

Provide list of any other affiliates and/or subsidiaries.

Indicate if qualified as a Minority Contractor: ☐ MBE ☐ WBE ☐ DBE ☐ VBE ☐ OTHER (attach) ☐ N/A

Attach current certifications per agency/city/state, etc.

Number of Employees in your Organization: Domestic: _____ International: _____

SECTION 2: ADDITIONAL INFORMATION

Please attach the following:

- Financial Statements for the past 2 years
- Standard Form 330 (formerly Standard Form 254 / 255)
- Current Certificate of Insurance; *Some carriers require policy review. Third Party Action Over Exclusions not acceptable.*
- Certified EMR letter from broker for the past 3 years
- OSHA Violations for the last 5 years (*Attach details*)

General Liability & Professional Liability loss history for the past 3 years (*may be required upon request*)

SECTION 3: CERTIFICATION

The undersigned warrants and represents the data provided in this document is accurate in all respects and I am authorized to sign on behalf of the firm. Applicant further acknowledges receipt and review of the HAKS Code of Business Ethics and Standards of Conduct (Code) and agrees all officers and personnel who have communicated or may communicate with HAKS employees during the course of doing business with HAKS will adhere to the Code .

Signature:

Completed by (Print):

Title: **Date:**

HAKS will not discriminate on the grounds of race, religion, color, sex, national origin, age, disability or any other classification protected under the law in the selection and retention of Subconsultants/Vendors, including but not limited to procurements of materials and leases of equipment. HAKS will comply fully with all requirements relating to the participation of smal, disadvantaged, minority, and/or women-owned businesses and expects that its subconsultants and vendors will do so as well. HAKS will not participate either directly or indirectly in any discrimination prohibited by applicable law.