



SUBCONSULTANT PRE-QUALIFICATION QUESTIONNAIRE

Consultants seeking to provide Architecture/Engineering and/or related services to HAKS must complete this form and submit it to HAKS Marketing Department (marketing@haks.net) for review. 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: <input type="checkbox"/> Corporation <input type="checkbox"/> PC <input type="checkbox"/> DPC <input type="checkbox"/> S-Corp <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> LLP <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Joint Venture	Specialty Services:	Contact Name:					
		Work Number:					
		Cell Number:					
		Email:					
Is this business affiliated or a subsidiary of any other company?				<input type="checkbox"/> YES <input type="checkbox"/> NO			
Name of Parent Company:							
<i>Provide list of any other affiliates and/or subsidiaries.</i>							
Indicate if qualified as a Minority Contractor:		<input type="checkbox"/> MBE	<input type="checkbox"/> WBE	<input type="checkbox"/> DBE	<input type="checkbox"/> VBE	<input type="checkbox"/> OTHER	<input type="checkbox"/> N/A
Attach current certifications per agency/city/state, etc. (attach)							
Number of Employees in your Organization:		Domestic: _____	International: _____				

SECTION 2: ADDITIONAL INFORMATION

Please attach the following:

- Financial Statements for the past 2 full years and any interim available
- 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: CLAIMS AND LAWSUITS / NON-PERFORMANCE OF CONTRACT

Please provide a list of all pending claims, arbitrations, proceedings, or suits and judgments entered for the last five (5) years.		
Has your organization filed any lawsuits or requested arbitration with regard to your Contracts or Clients within the last five (5) years? <i>If yes, provide details.</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Has your organization ever been disbarred or removed from any Government Work? <i>If yes, provide details.</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you or any of your organization's principals or employees been convicted, felon or plea bargained including but not limited to bribery, kickbacks or collusive bidding? <i>If yes, provide details.</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Has your firm ever been cited by the Department of Labor for labor law violations? <i>If yes, provide details.</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Has your firm ever been the subject of an investigation? <i>If so, please explain.</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Has your firm ever been subject to a monitoring agreement with any government entity? *If yes, please explain.*

YES

NO

CERTIFICATION & AUTHORIZATION

The undersigned hereby authorizes HAKS to contact its bank and references in support of this application. Applicant warrants and represents the data provided in this document and attachments is accurate in all respects and the undersigned is 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 small, 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.