

Attachment H
Required Documentation of Project Team

Instructions

- I. Fill out the table below for all firms who will be working the on the project; including the primary consultant. If a firm does not have DUNS Number, they must register for one at: www.sam.gov

Table F.1: List of Project Team

Firm Name	Contract Amount <i>(Amount For Each Firm Working on the Project)</i>	% of Total Contract Amount <i>(Must add up to 100%)</i>	Duns Number	MBE/WBE/Section 3 <i>(Y/N)</i> <i>If Yes, Designate Which Type</i>

Updates to Project Team: Once the contract is executed; the project team may modified under the following conditions:

1. Notification must be given to the City Project Manager
2. Update the Table F.1
3. Provide all updated documentation required in Attachment F
4. Receive written approval from the City Project Manager

- II. Fill out the following required documentation and submit with Attachment F:
- A. Debarment Verification & FFATA
 - B. DBE Verification
 - C. Form 1295 Certificate of Interested Parties

A. Debarment Verification & FFATA

For each Firm listed in Table F.1 that has a **contract amount greater than \$25,000**;

- I. **SAM Documentation:** Include documentation from the SAM website confirming the following:
 - Registration Status is: **Active**
 - Have Active Exclusions: **No**
 - Debt Subject to Offset: **No**

- II. **Federal Funding and Accountability Transparency Act (FFATA):** Fill out the FFATA for each firm.

SAM Search Results
List of records matching your search for :
Record Status: Active
DUNS Number: XXXXXXXXXX
Functional Area: Entity Management, Performance Information

ENTITY XXXXXXXXX Company	Status:Active
DUNS: XXXXXXXXXX +4:	CAGE Code: XXXXXX DoDAAC:
Expiration Date: May 9, 2018	Has Active Exclusion?: No Debt Subject to Offset?: No
Address: XXXXXXXXX	State/Province: XXXXXX
City: XXXXXXXXX	Country: UNITED STATES
ZIP Code: XXXXXXXXX	

**Example of SAM Documentation
From SAM Website**

FEDERAL FUNDING AND ACCOUNTABILITY TRANSPARENCY ACT
CONTRACTOR FORM

Contracts equal to or greater than \$25,000 must be entered into the Federal Service Reporting System. The following Contractor information is needed to complete the compliance reporting for the Federal Funding and Accountability Transparency Act.:

- Contractor: DUNS Number _____
- Contractor Legal Name _____
- Subawardee Address _____
- Subawardee Principal Place of Performance (including congressional district)

Has the Contractor met all of the following conditions?

- **80% or more** of prior year annual gross revenues are from Federal awards;
- **\$25 million or more** in annual gross revenues are from Federal awards; **and**
- The public does **not** have access to compensation information filed under *Securities and Exchange Commission* (SEC) and IRS requirements.

If the Contractor has met **ALL** of the above conditions:

Please provide the total compensation and names of top five executives of the Contractor.

Number	Total Compensation	Name of Executive (Top 5)
1		
2		
3		
4		
5		

B. DBE Verification

For each Firm listed in Table F.1 identified as MBE/WBE/Section 3, fill out **one** of the following forms:

- I. **Form F.1:** If the Respondent is a Minority Owned Business (MOB) or Women Owned Business (WOB) or qualifies as a Section 3 business, the Respondent completes Form F.1.

- II. **Form F.2:** If the Respondent intends to utilize a MOB/WOB or Section 3 business in the performance of the proposed contract, the respondent completes Form F.2

**MINORITY OWNED, WOMEN OWNED OR SECTION 3 BUSINESS
MBE/WBE/Section 3**

City of San Marcos CDBG Program

Instructions:

- A. If the Respondent is a Minority Owned Business (MOB) or Women Owned Business (WOB) or qualifies as a Section 3 business, the Respondent completes **Part 1**.
- B. If the Respondent intends to utilize a MOB/WOB or Section 3 business in the performance of the proposed contract, the respondent completes **Part 2**.

Instructions:

- C. If the Respondent is a Minority Owned Business (MOB) or Women Owned Business (WOB) or qualifies as a Section 3 business, the Respondent completes **Part 1**.
- D. If the Respondent intends to utilize a MOB/WOB or Section 3 business in the performance of the proposed contract, the respondent completes **Part 2**.

PART 1:

CERTIFICATION AS A MINORITY OWNED, WOMEN OWNED OR SECTION 3 BUSINESS

I, (print name) _____
certify that (print name of business) _____
is a Minority Owned, Women Owned or Section 3 Business.

Business Registered Name	
Business Registered Address 1	
Business Registered Address 2	
State of Registration	
Certificate or Registration Number	
Certifying Agency	

PART 2:

STATEMENT OF INTENT OF MOB/WOB/SECTION 3 UTILIZATION

I, (print name) _____
certify that (print name of business) _____
will utilize Minority Owned Business (MOB) or Women Owned Business (WOB) as
subcontractor(s), vendor(s), supplier(s), or professional service(s).

The estimated **dollar value** of the amount that we plan to pay the MOB or WOB
subcontractor(s), vendor(s), supplier(s), or professional service(s) is \$ _____

Description of Work	MOB Amount	WOB Amount	Section 3 Amount	Name of MOB/WOB/Section 3

The business will make efforts to recruit MOB/WOB/Section 3 subcontractor(s), vendor(s), supplier(s), or professional service(s) as follows:

- ___ Advertising at the Public Housing Authority (PHA)
- ___ Placing advertisements in a local newspaper and/or work force center
- ___ Sending advertisements to local HUB / MBE vendors

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. The City reserves the right to withdraw or terminate the proposed contract should the representation of fact be false.

Signature

Printed Name

Position

Date

C. Form 1295 Certificate of Interested Parties

Include a signed and notarized copy of the Certificate of Interested Parties Form 1295 with the Contract.

The Engineer is required to electronically generate a Certificate of Interested Parties Form 1295 through the Texas Ethics Commission ("TEC") website:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

This contract, including a City-issued purchase order, will not be enforceable or legally binding until the City receives and acknowledges receipt of the properly completed Form 1295 from the vendor.