CERTIFIED LOCAL PUBLIC AGENCY SMALL PURCHASE CONSULTANT CERTIFICATIONS FORM

**PROJECT NAME:**

This form is for use when a Certified Local Public Agency (LPA) uses the Small Purchase method to select a consultant. The form is completed and submitted to the LPA by the selected Consultant prior to entering an A&E contract. LPA must retain a copy of the completed form on file.

**CONSULTANT INFORMATION**

**(Legal Name of Firm as provided to IRS)** **; a(an)** **Enter state Corporation**

**DBA Name (if different than legal name):**

Corporation Professional Corporation  Ltd. Liability Company Partnership

Limited Partnership  Ltd. Liability Partnership  Sole Proprietorship Other

Mailing Address:

Type name of primary Contact for this Contract:

Email address:

Telephone:  Fax:

Type name of person(s) authorized to sign Contract:

**QUALIFICATIONS & EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| Provide a brief description of your firm’s qualifications and experience to perform the services required under the prospective Contract: | | |
| Provide the following professional registration information if applicable to the needed services: | | |
| Registered Professional Engineer | Registration Number | Jurisdiction of Registration |
| Registered Professional Land Surveyor | Registration Number | Jurisdiction of Registration |

**CERTIFICATIONS**

By signature below, the undersigned Authorized Representative on behalf of Consultant certifies that:

1. Consultant has been in business       years providing the services required under the prospective contract.
2. Consultant has available (and can demonstrate to Agency upon request) the appropriate financial, material, equipment, facility and personnel resources and expertise necessary to indicate the capability of the Consultant to meet all contractual responsibilities.
3. Consultant has all required licenses, insurance and/or registrations, if any, and is legally authorized to do business in the State of Oregon.
4. Consultant is not experiencing financial distress or having difficulty securing financing and has sufficient cash flow to fund day-to-day operations throughout the proposed contract period.
5. Consultant, within the last 3-year period, has not been notified of any delinquent Federal or State taxes in an amount that exceeds $3,000 for which the liability remains unsatisfied.
6. Consultant and its Principals, and any of its subcontractors for this award are not presently debarred, suspended, disqualified, proposed for debarment or declared ineligible for the award of contracts by any federal agency or agency of the State of Oregon, and does not have an Active Exclusion on the System for Award Management (SAM) which is available at [**https://sam.gov/**](https://sam.gov/)**.**
7. Consultant and Consultant’s employees and agents are not included on the list entitled “Specially Designated Nationals and Blocked Persons” maintained by the Office of Foreign Assets Control of the United States Department of the Treasury and currently found at <https://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>**.**
8. Consultant and, to the best of its information, knowledge and belief, its Associates have made any disclosures required under the [**COI Disclosure Form**](https://www.oregon.gov/odot/Business/Procurement/DocsLPA/COI_LPA.docx) (available at: [**https://www.oregon.gov/ODOT/Business/Procurement/DocsLPA/COI\_LPA.docx**](https://www.oregon.gov/odot/Business/Procurement/DocsLPA/COI_LPA.docx)) or any applicable law.
9. Consultant does not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation or national origin. And, pursuant to ORS 279A.110, Proposer has not and Proposer will not discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business certified under ORS 200.055.
10. Consultant has an operating policy supporting equal employment opportunity.
11. Consultant agrees to and shall comply with, all requirements, specifications and terms and conditions contained within the Contract.

Date

President or Authorized Signature for Consultant

(Print Name and Title)