

ATTACHMENT B



**CITY OF PHOENIX
LAW DEPARTMENT
PARALEGAL / LEGAL ASSISTANT SERVICES
REQUEST FOR QUALIFICATION (RFQ)
NO. 08-LAW-001**

BUSINESS CERTIFICATION AND OTHER INFORMATION

1. AFFIRMATIVE ACTION PROGRAM REQUIREMENT

Is your firm in compliance with the Phoenix City Code, 1969, Chapter 18, Article V, as amended, Affirmative Action Program*?

Yes () as of what date? _____ No ()

Copy of Required Affirmative Action Reporting form (submitted to the Equal Opportunity Department) is attached.

*NOTE: In order for a qualification submittal to be considered, Respondent must comply with Phoenix City Code, 1969, Chapter 18, Article V, as amended, Affirmative Action Program. See Section V, Paragraph K – “AFFIRMATIVE ACTION IN EMPLOYMENT” of this RFQ for additional information.

2. OTHER BUSINESS INFORMATION

Please provide the following:

Name of Firm _____

Principal Office Address: _____

Mailing Address: _____

Telephone Number: (____) _____

Fax Number: (____) _____

E-mail Address: _____

Date: _____

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3. FORM OF BUSINESS ENTITY

Is your firm a:

() Corporation* () Partnership () Individual () Joint Venture

Authorized Person, Title: _____

Signature of Authorized Person: _____

Telephone Number: (____) _____

Fax Number: (____) _____

E-mail Address: _____

*If a corporation, answer the following:

(a) Where incorporated: _____

(b) Date incorporated: _____

(c) Have your Articles ever been suspended or revoked? Yes () No ()

If yes, when, for what reason, and when were they reinstated: _____

4. CONFLICT OF INTEREST AND RIGHT TO DISQUALIFY

Respondent shall disclose if it knows, or has reason to believe, that a conflict of interest may exist in its performing the services under any resulting contract. City further reserves the right to disqualify any Respondent on the basis of any real or apparent conflict of interest that is disclosed by the qualifications submitted or any other data available to the City.

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City reserves the right to disqualify any Respondent who fails to provide information or data requested, or who provides materially inaccurate or misleading information or data. This disqualification is at the sole discretion of City.

By submission of qualifications hereunder, the Respondent waives any right to object now or in the future, before any body or agency, including but not limited to, the City Council, the Board, or any court, as to City's right to disqualify or as to any disqualification by reason of or apparent conflict of interest determined by City.

- (a) Describe any conflict or potential conflict of interest.
- (b) Describe any procedures that you have to mitigate or eliminate potential conflicts of interest.

5. PENDING LITIGATION

Provide detailed information regarding any pending or threatened bankruptcy, litigation, liens or claims involving Respondent