

Department of Executive Services

Finance and Business Operations Division

Procurement and Payables Section

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| Attachment C  Small Contractor and Supplier (SCS) Participation Submission Form |
| RFP Title: |
| RFP Number: |
| The King County Contracting Opportunities Program aims to maximize the participation of Small Contractors and Suppliers (SCS). This form specifies a percentage of the total contract value for the participation of Certified SCS Firms as a goal in the acquisition of goods and services. |
| **SCS Participation Goal: 2% of the Total Contract Value** |
| Prime Proposer Company Name |

|  |  |
| --- | --- |
| Authorized Representative/Title  (Print name and title) | Signature |

**All Prime Proposers shall complete this submission form.**

**A Prime Proposer who is NOT a Certified SCS Firm and does NOT include any Certified SCS Firms as subcontractors or subconsultants declares the following by checking the box below:**

The Proposer is **not** a Certified SCS Firm and is **not** including any Certified SCS Firms to meet the SCS Participation Goal for part of this Contract. If this box is checked, no further action is needed. This form is now complete.

King County will count a business towards the SCS participation goal only if it is certified as a Small Contractor and Supplier by King County at the time of proposal submission.

All Proposers shall verify the certification status of all SCS businesses identified to count towards the SCS participation goal using the [Small Contractors & Suppliers (SCS) Directory](https://kingcounty.diversitycompliance.com/).

Additional information on SCS certification can be found at: [SCS Certification Information](https://kingcounty.gov/en/legacy/depts/finance-business-operations/business-development-contract-compliance/programs/SCSCertification/Certification-Information.aspx).

Refer to the Evaluation Criteria and Proposal Scoring section to find the evaluation points for the participation of Certified SCS Firms.

After tabulation of the evaluation criteria and proposal scoring, the evaluation points for the participation of Certified SCS Firms shall be added to the score of all submittals that meets one or more of the criteria below.

1. Prime Proposer is a Certified SCS Firm. If the Prime Proposer is a Certified SCS Firm and includes their certification number on the Form, the Proposer shall be eligible to receive the maximum points for this criterion.
2. Prime Proposer includes Certified SCS Firms as subcontractors or subconsultants. If the Prime Proposer includes Certified SCS Firms and commits to meeting the SCS Participation Goal listed on page 1 of this Form. The Proposer shall be eligible to receive points for this criterion.

**To be eligible to receive evaluation points for SCS participation, the SCS Participation Submission Form must be completed and submitted with the proposal.**  The percentage of participation by Certified SCS Firms, as identified in the proposal shall be made a condition of the Contract award. SCS participation shall be counted only for Certified SCS Firms performing a Commercially Useful Function according to custom and practice in the industry.

To be eligible for evaluation points, the Proposer must complete **at least one** of the following tables:

* **Table 1: Certified SCS Firm Prime Proposer** - Table 1 must be completed by a Certified SCS Prime Proposer to count the firm’s participation toward the SCS Participation Goal for this contract.

**Table 2: Certified SCS Firm Subcontractor or Subconsultant** – Table 2 must be completed for **each** Certified SCS Firm participating as a subcontractor or subconsultant to count the firm's participation toward the SCS Participation Goal for this Contract.

(Duplicate this page to add additional certified firms as needed)

**Table 1: Certified SCS Firm Prime Proposer**

|  |  |  |
| --- | --- | --- |
| Certified SCS Firm - Prime Proposer Name | SCSCertification # | Contact Name & Phone |
|  |  |  |
| Work to be performed | | The prime proposer is a Certified SCS Firm and will count 100% toward the SCS Participation Goal and shall receive the maximum evaluation points for this criterion. |
|  | | 100% |

# Table 2: Certified SCS Firm Subcontractor or Subconsultant

|  |  |  |
| --- | --- | --- |
| Subcontractor/Subconsultant Name | SCSCertification # | Contact Name & Phone |
|  |  |  |
| Work to be performed | | Percent of the Total Contract Value |
|  | |  |
| Subcontractor or Subconsultant Name | SCSCertification # | Contact Name & Phone |
|  |  |  |
| Work to be performed | | Percent of the Total Contract Value |
|  | |  |

A Proposer’s failure to complete and submit this form as instructed shall result in forfeiture of the points available for this criterion.

**(Duplicate this page to add additional certified firms as needed)**