

# EXHIBIT D: FIRM BACKGROUND INFORMATION

Please complete the following questionnaire and certification and attach it to the business proposal. Respondents proposing the use of subcontractors must also submit the same form completed by the principal of any subcontracting firm.

## D1 SECTION ONE - GENERAL QUESTIONS

The following questions relate to previous findings of false claims, misrepresentations, or other crimes committed by principals or others who would be assigned to work under a resulting Agreement. If any of these questions are answered affirmatively, please attach a letter of explanation for each case.

- D1.1** Has your firm or any predecessor to your firm, or any of its owners, officers, partners, or others which would be assigned to work under a resulting Agreement ever been found liable in a civil suit, or found guilty in a criminal action, for making any false claim or material misrepresentation to any public agency or entity?  Yes  No
- D1.2** Has your firm or any predecessor to your firm, or any of its owners, officers, partners, or others who would be assigned to work under a resulting Agreement ever been convicted of a crime involving any federal, state, or local law related to the consulting services your firm provides?  Yes  No
- D1.3** Has your firm or any predecessor to your firm, or any of its owners, officers, partners, or others who would be assigned to work under a resulting Agreement ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?  Yes  No
- D1.4** Is your firm currently the debtor in a bankruptcy case, or has your firm, or any predecessor to your firm, been involved in any bankruptcy action at any time during the last five (5) years?  Yes  No
- D1.5** In the last ten (10) years, has your firm or any predecessor to your firm been denied an award of a public works contract based on a finding by a public agency that your company was not a responsible consultant?  Yes  No
- D1.6** Within the last ten (10) years, has your firm ever had employees but been without workers' compensation insurance or state-approved self-insurance?  Yes  No

## D2 SECTION TWO - CLAIMS AND LITIGATION

The following questions relate to litigation involving the firm or persons who would be assigned to work under a resulting Agreement. If any questions are answered in the affirmative, attach a letter of explanation regarding each case.

- D2.1** Have any lawsuits or administrative, legal, arbitration or other proceedings been brought or commenced against your organization or any of its principals, officers, equity owners, or others which would be assigned to work under a resulting Agreement within the last ten (10) years in connection with any project or scope of work similar to that proposed in this RFP? If so, describe the relief demanded and the disposition of each lawsuit or other proceeding.  Yes  No

- D2.2** Has your organization ever filed a lawsuit or commenced other administrative, legal, or other proceedings within the last ten (10) years in connection with any project or scope of work similar to that proposed in this RFP? If so, describe the relief demanded and the disposition of each lawsuit or other proceeding.  Yes  
 No
- D2.3** Are there any judgments, orders, decrees or arbitration awards that are currently pending and outstanding against your organization or any of the officers, directors, employees or principals of your organization? If so, describe each such judgment, order, decree or arbitration award and the present status of the satisfaction or discharge thereof.  Yes  
 No
- D2.4** Has your organization ever refused to sign a contract for a project or scope of work similar to that proposed in this RFP? If so, on a separate attachment, state the following: (i) a description of each such contract; (ii) the other party's name, address, telephone number and contact person; and (iii) the circumstances of your refusal to sign such contract.  Yes  
 No
- D2.5** Has your organization ever failed to complete a project or scope of work similar to that proposed in this RFP? If so, on a separate attachment, state the following: (i) a description of each such contract; (ii) the other party's name, address, telephone number and contact person; and (iii) the circumstances of your refusal to sign such contract.  Yes  
 No
- D2.6** Has your organization ever been declared in default of a project or scope of work similar to that proposed in this RFP? If so, on a separate attachment, state the following: (i) a description of each such contract; (ii) the other party's name, address, telephone number and contact person; and (iii) the circumstances of your refusal to sign such contract.  Yes  
 No
- D2.7** Has any contract for a project or scope of work similar to that proposed in this RFP to which your organization is a party been terminated for the convenience of the owner? If so, identify the project and project owner along with a description of the circumstances under which the convenience termination occurred.  Yes  
 No

**D3 SECTION FOUR – CERTIFICATION**

I, the undersigned, certify and declare that I have read all the foregoing answers to the questions in this exhibit. The matters stated in the questionnaire answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of Indiana, that the foregoing is correct.

I, the undersigned, certify and declare that I am duly authorized and have the legal authority to bind the Respondent on whose behalf I am signing.

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name