



STATE HIGHWAY
ADMINISTRATION

CONSULTANT ORGANIZATIONAL INFORMATION - Telephone 410-545-8700 Fax 410-209-5006

CONSULTANT/
SUBCONSULTANT _____
HOME OFFICE _____
ADDRESS: _____
TELEPHONE: _____

CONTRACT# _____
BRANCH OFFICE _____
ADDRESS: _____
FAX: _____
FEDERAL I.D. # _____

1) Type of Organization:

Sole Proprietorship
S – Corporation
LLC

Partnership
C – Corporation

If LLC and S or C - Corporation are both checked, check if your firm files taxes on Form 1120 or 8832:

ESOP _____
Percentage of ESOP owned by the S Corporation _____

2) Approved Subchapter “S” Waiver: Yes _____ No _____
If yes, Agency that issued the Subchapter “S” Waiver: _____
Date waiver was issued: _____
Waiver expiration date (if applicable): _____

3) Date founded _____
Date of registration _____
State of registration or incorporation _____

4) Areas of specialization or nature of business:

5) Approximate number of employees: _____

6) Principals, Partners or Officers (list job titles), If Subchapter “S” Corporation, list shareholders and clearly identify the individuals with an approved Subchapter “S” Corporation Waiver:

Principals, Partners, or Officers	Job Titles



STATE HIGHWAY ADMINISTRATION

CONSULTANT ORGANIZATIONAL INFORMATION - Telephone 410-545-8700 Fax 410-209-5006

7) Financial contact person name: _____
And telephone number: _____

8) Independent CPA overhead audit is being submitted for Fiscal Year _____, ending date: _____

9) Direct non-salary expenses may be proposed only if a consultant consistently charges all clients directly for these expenses and excludes all such costs from overhead. Is your firm in compliance with this requirement for each proposed direct non-salary expense items?

Yes No (if "No", please explain) None Proposed

10) Do proposed local travel expenses include company vehicles, employee vehicles, or both? (The contract will stipulate reimbursement for only the type listed)

- Company vehicles
Employee vehicles
Both company and employee vehicles
Not applicable

11) Do proposed printing costs include internal printing costs, external printing costs, or both? (The contract will stipulate reimbursement for only the type listed)

- Internal printing costs
External printing costs
Both internal and external printing costs
Not applicable

12) Is company-owned equipment included in overhead? (If yes, your firm cannot invoice for equipment charges on company-owned equipment)

Yes No (if "No", please explain)

Prepared & certified by: _____
A Firm Representative Printed Name Signed Name Date