



Consultant Information Form

Purpose: Use this form to obtain information about a prospective consultant.

Instructions:

1. The prospective consultant should complete and sign this form.
2. Submit via email to HJF's Subcontracting Department at consultant.docs@hjf.org.
3. A Subcontracting representative will contact you regarding the status of the consulting agreement.

General Information

| | | | |
|-------------------------------------|--|--------|------|
| Consultant name: | | | |
| Address: | | | |
| Address 2: | | | |
| City: | | State: | Zip: |
| Telephone: | | Fax: | |
| Email: | | | |
| Affiliated company (if applicable): | | | |
| Company's tax ID (if applicable): | | | |

General Questions

1. Are you a current federal government employee?
 Yes No

If yes, provide the following:

Government agency: _____

2. Are you a former federal government employee?
 Yes No

If yes, provide the following:

Government agency: _____

Termination date: _____

3. If a former government employee, were you involved in the federal procurement decision-making process? Yes No

If yes, provide details:

4. Are you a current HJF employee? Yes No

5. Are you a former HJF employee? Yes No

If yes, provide termination date: _____

6. Are you employed by a university? Yes No
If yes, provide name of university:

7. Must the university approve your status as an independent consultant? Yes No

If yes, attach university's approval to this form.

8. Are you working on other HJF projects/awards?

Yes No

If yes, provide purchase order or contract #:

9. Do you work with other clients? Yes No

If yes, what is the approximate percentage of time split for HJF versus other clients?

HJF: _____% Other clients: _____%

10. Will you provide services on a 1099 basis
or as a corporate entity?

If corporate entity, provide name of your company:
