Washington State Parks and Recreation Commission
Consultant Roster

Washington State Parks & Recreation Commission solicits qualified consulting firms to provide professional services during the 2014-2015 fiscal year for unspecified projects. We are only looking for information on your in-house expertise and personnel. (The specialty list is on the Information Form.)

Qualification Statements should include descriptions of representative projects demonstrating each individual's experience and ability to perform work in the subject categories. If a firm is submitting qualifications for multiple areas, please divide or separate the respective areas. Qualification statements should include resumes of key personnel to be used on projects. A Standard Form 330 may be used in place of, or in conjunction with a custom Qualification Statement, but is not required.

Submit Qualification Statements in the PDF format on a CD. The Letter of Submittal and the Consultant Roster Information Form must be a hard copy and included with the CD. Do *not* e-mail documents.

> Firms must supply their Washington State Unified Business Identifier (UBI) number on the Consultant Roster Information Form.
>
> Firms must include a completed copy of the Consultant Roster Information Form and a Submittal Letter.

For consideration for the entire fiscal year, completed statements must be received by the Commission no later than June 26, 2014. The roster is open and firms may submit statements of qualifications at any time during the year for inclusion on the roster.

If you have questions, please see the FAQ below. If this does not answer your question or you wish additional information, contact:

Nata Hurst, CSI, CCCA
Program Specialist 3
For questions, not submittals.
nata.hurst@parks.wa.gov
(360) 902-8638

All correspondence should be directed to:
Washington State Parks and Recreation Commission
Parks Development Service Center
1111 Israel Road SW
PO Box 42650
Olympia, Washington 98504-2650
Attention: Nata Hurst

Consultant Roster Frequently Asked Questions (FAQ)

When can I submit to the roster?

Our consultant roster is updated every fiscal year on July 1st. Park's roster is open for submittal at any time. To be considered for the entire fiscal year you must submit by June 16, 2014.

If I was on the last roster, do I need to resubmit?

No, but you do need to send a letter stating you want to remain on the roster for another year.

Can I request you use my old Qualification Statement for the new roster?

Yes, if you are on the roster and request to remain on the roster we will use your most recent Qualification Statement we have.

What do you mean by divide or separate the respective areas?

This could mean bookmarks in a single PDF, or each specialty in a different PDF. Please make it ~~easy for~~easy for us to locate each specialty.

Can I make my submittal by e-mail?

No, please submit on CD, with a hard copy Submittal Letter and the Consultant Roster Information Form.

Where can I find the SF330? (You may use a SF330, it is not required)

You may find the SF330 at:

http://www.gsa.gov/portal/forms/download/116486

What is the Unified Business Identifier (UBI) number?

The UBI is the Washington State Business License number. This number is required if you are going to work in Washington State. For more information see the Washington State Department of Revenue website at http://dor.wa.gov/Content/Home/Default.aspx

What if my specialty is not on the list?

If your specialty is not on the list, then it is one we rarely need. If a non-listed specialty is needed, it will normally be advertised separately. Do not submit for a specialty not on the list.