



VSC Consultant Information Form

VisionSpot Consulting is committed to partnering with diverse subconsultants to perform design related services. We are serious about delivering results. Our commitment to earning our clients' respect and confidence has enabled us to recruit some of the most respected professionals, partners, and client organizations. We embrace opportunities to make our team and process more inclusive. Our teams are structured to support this commitment by engaging firms like yours to matching project needs with subconsultant experience.

CONSULTING SERVICE CATEGORIES

- Human Resources
- Strategic Planning
- Project Management
- Change Management
- Process Improvement
- Training and Facilitation
- Leadership Development
- Diversity and Inclusion
- Organizational Assessments
- Customer Service Excellence
- Curriculum Design and Editing
- Executive and Leadership Coaching
- Workforce and Succession planning
- Data Research, Analysis and Reporting
- Goals Setting and Alignment Strategies
- Business Development and Entrepreneurship

HISTORY

VisionSpot Consulting LLC, a former Administrative and Management Consulting firm, founded our firm as a sole proprietor. It then became a minority-owned business, VisionSpot Consulting Group, LLC. We have since evolved into a leading Leadership, Talent and Organizational Development firm on the Gulf Coast. As we have grown, we continue to honor this legacy by supporting small and large businesses in an effort to contribute to people, leadership and business growth, and economic vitality, service sustainability, and equitable access for individuals and businesses in our community and beyond.

APPLICATION PROCESS

First, please complete our questionnaire. We will follow up with a phone call and/or in-person meeting to determine whether there is a foundation for a potential partnership. Relationships are initiated well before actual projects begin so, given the right project, our project managers can quickly communicate with you through our internal approved subconsultant directory.

We look forward to reviewing your completed questionnaire form. Please be sure to include all requested attachments. The form is attached below and should be emailed to dr.valerie@vscleadership.com



Consultant/Vendor Information

Firm Name: _____	Billing Address (if different than address provided): _____
Address: _____	
Address Line 2 (optional): _____	Address Line 2 (optional): _____
City: _____ State: _____	City: _____ State: _____
Zip: _____ Phone: _____	Zip: _____ Phone: _____
Email: _____	Company Type: _____
Principal Contact Name: _____	Sole Proprietor: _____ Corporation: _____
Principal Contact Phone: _____	LLC/LLP: _____ Other: _____

Company Information

Years in Business: _____ Number of Employees: _____

NAICS Codes: _____

Insurance

Type(s) of Insurance Coverage (Please attach copy of your company's statement of insurance):

General Liability: _____	Commercial Property: _____	Automobile: _____
Professional Liability: _____	Home-Based: _____	
Other: _____	Maximum Liability (\$ amount): _____	

Has the company had any claims in the last five years? Yes* No

*If yes, please attach separate documents explaining each claim.

Certification

OR Cert ID	WA Cert #/UBI	Federal:	
ESB	CBE	SEDBE	VOSB
DBE	DBE	WBE	SDVOSB
MBE	MBE	SCS (King Co)	Any Minority Owned
WBE	MWBE		Any Women Owned
SDVBE	SBE	SDB	
Other Certification(s): _____			

Firm Experience

Has your firm performed work with VisionSpot Consulting Group, LLC? Yes No

If yes, please list:

Project Prime/Sub-consultant VisionSpot Consulting Group, LLC. Contact

List of services your firm offers (please be specific; attach SOQ if available):

Past Projects

List three most notable projects completed.

1. Project Name/ Year/ Type: _____

Prime?: Yes No If no, list prime contact info:

Proj. Reference Contact Name/Title/Firm:

Phone: _____ Email:

Service Provided: _____

2. Project Name/ Year/ Type:

Prime?: Yes No If no, list prime contact info:

Proj. Reference Contact Name/Title/Firm:

Phone: _____ Email:

Service Provided: _____

3. Project Name/ Year/Type: _____

Prime?: Yes No If no, list prime contact info: _____

Proj. Reference Contact Name/Title/Firm:

Phone: Email:

Service Provided:

References

CPA -or- Financial Advisor/Officer Name: _____

Contact Person: _____ Contact Phone: _____

Attorney -or- Business Reference:

Contact Person: _____ Contact Phone: _____

If Available:

Mentor -or- Trainer Name:

Contact Person: _____ Contact Phone: _____

Other Reference:

Contact Person: _____ Contact Phone: _____

Other Reference:

Contact Person: _____ Contact Phone: _____

Other Reference:

Contact Person: _____ Contact Phone: _____

Please attach resumes and bios and other required documents here.

Code of Professional Conduct

VisionSpot Consulting Group, LLC acknowledges your company and the services you provide as a valuable asset, and acknowledges the potential benefit of having your company as a resource. Partnering with VisionSpot Consulting Group, LLC presents a substantial opportunity for all parties involved. The VisionSpot Consulting Group, LLC Code of Professional Conduct (VSCCOPC) consists of policies that act as a framework in which the partnering firm adopts when conducting professional responsibilities. The VSCCOPC is designed to enhance the abilities and scope of work for VisionSpot Consulting Group, LLC and the partnering firm, as well as create a long-term, professional relationship between the companies. In order to maximize continual development in the community and respective industries, VisionSpot Consulting Group, LLC believes that this conduct is essential to meeting business goals and establishing transparent collaboration. Revisions to the Code of Professional Conduct may be made by VisionSpot Consulting Group, LLC at any time; a notice will be provided prior to the revisions. The VSCCOPC includes, but is not limited to, the following:

- a. All members (employees, executives, owners, affiliates) of the partnering company must act in a professional and ethical manner when pursuing business and/or providing services for a contracted project that upholds the integrity of the VisionSpot Consulting Group, LLC. brand.
- b. Some of VisionSpot Consulting Group, LLC's clients include the Federal Government and State Governments—the partnering company will be aware of and comply with all laws and regulations where services are being provided.
- c. The partnering company is responsible for protecting VisionSpot Consulting Group, LLC's intellectual property, including marketing or business development expertise, as well as the client's.
- d. Disputes with clients or others must be handled morally and respectfully. In addition, communication must be accurate and truthful. All members of the partnering company must not knowingly provide false information or mislead any clients or affiliates of VisionSpot Consulting Group, LLC's.
- e. When providing a professional service for a client, all members who are faced with a potential circumstance for a conflict of interest should use professional judgment in determining the significance of the conflict of interest. VisionSpot Consulting Group, LLC should also be made aware of the possible conflict of interest to further conclude if that conflict exists.
- f. The partnering company shall keep all information shared with it by VisionSpot Consulting Group, LLC or others as strictly confidential. Only those staff members of the partnering company who need to know shall be shared the information. This confidentiality requirement is in addition to any confidentiality agreement which the partnering company may be required to sign for a given project.

Partnering with VisionSpot Consulting Group, LLC is voluntary. By signing below, the codes listed above are recognized and agreed upon by the company and its employees. You also give permission for VisionSpot Consulting Group, LLC to share your information with prospective clients, as a professional reference for services, or as a potential subconsultant to VisionSpot Consulting Group, LLC's contracted consultants, which may not include VisionSpot Consulting Group, LLC's project participation. The violation of the Code of Professional Conduct may result in a reassessment of the partnering company's relationship with VisionSpot Consulting Group, LLC.

Print Name:

Company:

Signature:

Date: