

Date: February 11, 2013
To: Consultants doing business with the Department of Public Service
From: Alex Cofield, Capital Fiscal Manager, Office of Support Services
Re: Helpful Hints #2

From time to time consulting firms are purchased by other firms, the firm's name changes, or the firm moves. Whether you are a prime consultant or a subconsultant, you are responsible for notifying the City of the change. For contracts with the Department of Public Service, please send me an email with the required information outlined in the scenario below that best applies to your situation.

Should you have any questions or topics for future memos, please contact me directly at (614) 645-1557 or aacofield@columbus.gov.

YOUR FIRM IS THE PRIME CONSULTANT AND YOUR FIRM IS PURCHASED BY ANOTHER FIRM OR YOUR FIRM'S NAME CHANGES

1. If the name of the firm on the contract with DPS does not change and the federal ID does not change, you do not need to do anything. The contract shall remain as executed.
2. If the name of the firm on the contract with DPS needs to be changed and or the federal ID needs to be changed, please do the following:
 - a. Log into your firm's account on the City's Vendor Services web site and update the information in your account. The web site is <http://vendorservices.columbus.gov/e-proc/>. If you have issues logging in or do not have your password, follow the instructions on the web page for password recovery. This is important so that payments are sent to the correct address.
 - b. DPS will need to go to council to change the name on the contract. Provide the following information to DPS via an email:
 - 1) Existing firm's name and new firm's name
 - 2) Existing firm's federal ID and new firm's federal ID
 - 3) Date new name/federal ID is effective
 - 4) List of open contract names (with CIP numbers) that your firms has with DPS
 - 5) List of other City departments with whom you have open contracts
 - 6) Indicate that you have updated your firm's account in Vendor Services



3. All terms and conditions included in the original contract shall remain in affect.

YOUR FIRM IS A SUBCONSULTANT AND YOUR FIRM IS PURCHASED BY ANOTHER FIRM OR YOUR FIRM CHANGES NAMES

1. If the name of the firm and federal ID does not change you do not need to do anything.
2. If the name of the firm and / or federal ID changes, please do the following:
 - a. Log into your firm's account on the City's Vendor Services web site and update the information in your account. The web site is <http://vendorservices.columbus.gov/e-proc/>. If you have issues logging in or do not have your password, follow the instructions on the web page for password recovery.
 - b. Provide the following information to DPS via an email:
 - 1) Existing firm's name and new firm's name
 - 2) Existing firm's federal ID and new firm's federal ID
 - 3) Date new name/federal ID is effective
 - 4) List of open contract names (with CIP numbers) for which your firm is a subconsultant
 - 5) Indicate that you have updated your firm's account in Vendor Services
3. All terms and conditions in the original contract with the prime shall remain in effect.

YOUR FIRM MOVES LOCATIONS, BUT YOUR FIRM IS NOT BOUGHT BY ANOTHER FIRM (for either a prime or subconsultant)

1. Log into your firm's account on the City's Vendor Services web site and update the information in your account. The web site is <http://vendorservices.columbus.gov/e-proc/>. If you have issues logging in or do not have your password, follow the instructions on the web page for password recovery. This is important so that payments are sent to the correct address.
2. Provide the following information to DPS via an email:
 - a. Old address and new address
 - b. Date new name/federal ID is in effect
 - c. List of open contract names (with CIP numbers) for which your firm is a prime and / or subconsultant
 - d. Indicate that you have updated your firm's account in Vendor Services