



## Equal Benefits Compliance Declaration

*For help completing this declaration, see important information on reverse.*

### Company Information

Primary Contact Person	Telephone	Fax	
Company Legal Name	Seattle Business Lic. # (if available)	Email	
Company Address	City	State/Country	Zip
Contract Title	Contract # (if available)		

Please declare *one (1)* option from the list below that describes the Contractor's compliance status with Seattle Municipal Code Chapter 20.45 (City Contracts – Non-Discrimination in Benefits) and related rules.

**Option A**

The Contractor makes, or intends to make by the contract award date, **all benefits available on an equal basis** to its employees with spouses and its employees with domestic partners, and to the spouses and the domestic partners of employees, in all Seattle locations and in other locations where work on the City of Seattle contract is being performed.

**Option B**

The Contractor **does not make benefits available** to either the spouses or the domestic partners of its employees.

**Option C**

The Contractor **has no employees**.

**Option D**

The Contractor has been approved for **Substantial Compliance Authorization** from the City of Seattle allowing it to delay implementation of equal benefits.

**Option E**

The Contractor has been approved for **Reasonable Measures Authorization** from the City of Seattle allowing it to provide a cash equivalent payment to eligible employees in lieu of making benefits available.

**Statement of Non-Compliance**

The Contractor does not comply and does not intend to comply with Seattle Municipal Code Chapter 20.45 and related rules.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Signature of Authorized Person	Name of Authorized Person (please print)	Date
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## Important Information for Completing the Equal Benefits Compliance Declaration

- **Seattle Municipal Code Chapter 20.45 (SMC 20.45)** requires contractors on City contracts to provide employee benefits to their employees with domestic partners equivalent to those provided to their employees with spouses. For more information, visit: <http://www.seattle.gov/contracting/equalbenefits.htm>.
- **"Contractor"** means any person or persons, firm, partnership, corporation, or combination thereof, including a "vendor" or a "consultant", who submits a bid, proposal, and/or enters into a contract with the City of Seattle.
- The **Equal Benefits Compliance Declaration** constitutes the Contractor's affirmation that it provides benefits in accordance with SMC 20.45.
- **"Equal Benefits"** or **"Non-discrimination in Benefits"** means the provision of the same or equivalent benefits to employees with spouses and employees with domestic partners, to spouses of employees and domestic partners of employees, and to dependents and family members of spouses and dependents and family members of domestic partners. Non-discrimination in Benefits is further defined by SMC 20.45.
- **"Domestic Partner"** means any person who is registered with his/her employer as a Domestic Partner or, in the absence of such employer-provided registry, is registered as a Domestic Partner with a governmental body pursuant to any state or local law authorizing such registration.
- **"Employee Benefits"** or **"Benefits"** means any plan, program or policy provided by the Contractor to its employees as part of the employer's total compensation package. "Employee Benefits" *includes, but is not limited to:* pension and retirement benefits; medical, dental and vision plans or other health benefits; bereavement, family medical, parental and other leave policies; disability, life, and other types of insurance; employee assistance programs; memberships or discounts; moving expenses; access to facilities, services and events; travel and relocation expenses; incentive, stock option, and profit sharing plans and other compensation programs; vacation; travel benefits; and any other benefits given to employees.
- **Substantial Compliance Authorization** may be granted to a contractor whose compliance with the equal benefits requirement is delayed due to circumstances outside the contractor's control – for example, the contractor cannot make eligibility changes to its health insurance plan until the next open enrollment period, or the contractor cannot negotiate with one or more labor unions for additional benefits until the expiration of the current collective bargaining agreement. The Contractor must request this authorization online and be approved by the City of Seattle before submitting the EB Declaration. To apply, visit: <http://www2.cityofseattle.net/equalbenefits/default.asp>.
- **Reasonable Measures Authorization** may be granted to a contractor to provide eligible employees with a cash equivalent payment in lieu of benefits that are unavailable due to circumstances outside of the Contractor's control. The Contractor must request this authorization online and be approved by the City of Seattle before submitting the EB Declaration. To apply, visit: <http://www2.cityofseattle.net/equalbenefits/default.asp>.
- Under limited circumstances, the City may waive the equal benefits requirement for the department that is administering the contract and the Contractor may make a **Statement of Non-Compliance**. Please be advised, if a waiver is not approved for the administering department, a Statement of Non-Compliance may result in the rejection of your bid. For more information, see Chapter 13 of the Program Rules: <http://www.seattle.gov/contracting/docs/ebRules.pdf>.
- For more information about **contractors with multiple locations**, visit: <http://www.seattle.gov/contracting/docs/ebLocationChart.pdf>.
- Be prepared with documentation to support your declaration. All contracts awarded by the City may be audited for equal benefits compliance. Non-compliance may result in the rejection of a bid or proposal, or termination of the contract.