



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

April 22, 2014

SCOTT INGVOLDSTAD, TREASURER  
CH2M HILL COMPANIES LTD PAC  
9191 S JAMAICA STREET  
ENGLEWOOD, CO 80112

**Response Due Date**  
**05/27/2014**

IDENTIFICATION NUMBER: C00143305

REFERENCE: AMENDED OCTOBER MONTHLY REPORT (09/01/2013 - 09/30/2013),  
RECEIVED 10/24/2013

Dear Treasurer:

This letter is prompted by the Commission's preliminary review of the report referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **Failure to adequately respond by the response date noted above could result in an audit or enforcement action.** Additional information is needed for the following 1 item(s):

- Commission Regulations require that a committee discloses the identification of all individuals who contribute in excess of \$200 in a calendar year. (11 CFR § 104.3(a)(4)(i)) Identification for an individual is defined as the full name (initials for first or last name are not acceptable), complete mailing address, occupation, and name of employer. (11 CFR § 100.12) Your report discloses contributions from individuals for which the identification is not complete.

The attached employer name and occupation entries appear on your report and are not considered acceptable.

You must provide the missing information, or if you are unable to do so, you must demonstrate that "best efforts" have been used to obtain the information. To establish "best efforts," you must provide the Commission with a detailed description of your procedures for requesting the information. Establishing "best efforts" is a three-fold process.

First, your original solicitation must include a clear and conspicuous request for the contributor information and must inform the contributor of the requirements of federal law for the reporting of such information. (11 CFR § 104.7(b)(1)) See 11 CFR § 104.7(b)(1)(B) for examples of acceptable statements regarding the requirements of federal law.

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Second, if the information is not provided, you must make one follow-up, stand alone effort to obtain this information, regardless of whether the contribution(s) was solicited or not. This effort must occur no later than 30 days after receipt of the contribution and may be in the form of a written request or an oral request documented in writing. (11 CFR § 104.7(b)(2)) The requests must:

- clearly ask for the missing information, without soliciting a contribution,
- inform the contributor of the requirements of federal law for the reporting of such information, and
- if the request is written, include a pre-addressed post card or return envelope.

Third, if you receive contributor information after the contribution(s) has been reported, you should either a) file with your next regularly scheduled report, an amended memo Schedule A listing all the contributions for which additional information was received; or b) file on or before your next regularly scheduled reporting date, amendments to the report(s) originally disclosing the contribution(s). (11 CFR § 104.7(b)(4))

Please amend your report to provide the missing information or a detailed description of your procedures for requesting the information. For more information on demonstrating "best efforts," please refer to the Campaign Guide.

**Please note, you will not receive an additional notice from the Commission on this matter.** Adequate responses must be received by the Commission on or before the due date noted above to be taken into consideration in determining whether audit action will be initiated. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action. **Requests for extensions of time in which to respond will not be considered.**

Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you should have any questions regarding this matter or wish to verify the adequacy of your response, please contact me on our toll-free number (800) 424-9530 (at the prompt press 5 to reach the Reports Analysis Division) or my local number (202) 694-1176.

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Sincerely,

A handwritten signature in black ink, appearing to read "Arman Tarzi". The signature is stylized with a large, looped initial "A" and a distinct "T".

Arman Tarzi  
Campaign Finance Analyst  
Reports Analysis Division

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**Inadequate Employer/Occupation Entries**  
**CH2M HILL COMPANIES LTD PAC (C00143305)**

<b>Employer</b>	<b>Occupation</b>
CCI	BD/Market Leader Management
CCI	Business Group President
CCI	Client/Account Relationship Management
CCI	Contracts Management
CCI	General Management
CCI	Program Management
CCI	Project Management
CCI	Sales Management
CHIL	Business Group President
CHIL	General Management
CHIL	Program Management
CHIL	Project Controls Professional
CHIL	Technologist Management
INC	BD/Market Leader Management
INC	BD Senior Management
INC	Business Group President
INC	Client/Account Relationship Management
INC	Construction Management
INC	Contracts Management
INC	Corporate Affairs Executive
INC	Engineering Management
INC	Finance Management
INC	Finance Operations Management
INC	General Management
INC	Government Affairs Management
INC	HR Compensation Management
INC	HR Employee Services Management
INC	HR Management
INC	IT Project Management Professional
INC	Legal Management
INC	Marketing & Communications Management
INC	Portfolio Management
INC	President & Division Chief Executive
INC	Program Management
INC	Project Management
INC	Sales Management
INC	Technologist Management
INC	Technologist Professional
LGE	BD/Market Leader Management
LGE	BD Senior Management
LGE	Business Group President

**Inadequate Employer/Occupation Entries**  
**CH2M HILL COMPANIES LTD PAC (C00143305)**

<b>Employer</b>	<b>Occupation</b>
LGE	Client/Account Relationship Management
LGE	Construction Management
LGE	Engineer
LGE	General Management
LGE	Government Affairs Management
LGE	Government Affairs Professional
LGE	Mechanical Engineer
LGE	Procurement Management
LGE	Program Management
LGE	Project Management
LGE	Sales Management
LGE	Technologist Professional
LTD	Chief Executive Officer
LTD	Chief Human Resources Officer
OMI	General Management
OMI	Sales Management
VECO	Construction Management
VECO	General Management