



**Supply Management Office**  
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## SUPPLIER PROFILE

### COMPANY INFORMATION

|   |                  |                |     |
|---|------------------|----------------|-----|
| Legal Company Name  | D/B/As           |                |     |
| Street Address  | City             | State          | Zip |
| Federal Tax ID (TIN)  | DUNS Number      |                |     |
| Parent Company Name   | Address          |                |     |
| Type of Operation (Check One): <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Government  |                  |                |     |
| Company Footprint (Check One): <input type="checkbox"/> Central PA <input type="checkbox"/> PA <input type="checkbox"/> USA w/PA Office <input type="checkbox"/> USA <input type="checkbox"/> Non-USA w/USA Office <input type="checkbox"/> Non-USA |                  |                |     |
| Contact Name & Title for Company Profile Information  | Telephone Number | E-Mail Address |     |
| Website (URL)   |                  |                |     |

Your Product(s) or Service(s) \_\_\_\_\_

North American Industry Classification System (NAICS) Code(s) \_\_\_\_\_

Is your company listed in the System for Award Management (SAM) (See: <http://www.sam.gov/>)?  Yes  No

Please identify any other organization(s) where your company name is listed \_\_\_\_\_

### BUSINESS SIZE/TYPE – See reverse side for definitions.

|   |
|---|
| <b>SIZE (Check only one):</b> <input type="checkbox"/> Small Business Concern <input type="checkbox"/> Large Business Concern <i>Size includes Parent and Affiliated companies.</i> |
| <b>TYPE (Check all that apply and provide copies of any certifications):</b>  |
| <input type="checkbox"/> Small Disadvantaged Business (SDB) Concern (includes African American, Hispanic American, Native American)   |
| <input type="checkbox"/> Woman-Owned Small Business (WOSB) Concern  |
| <input type="checkbox"/> HUBZone Small Business (HUBZone SB) Concern  |
| <input type="checkbox"/> Veteran Owned Small Business Concern   |
| <input type="checkbox"/> Service-Disabled Veteran-Owned Small Business Concern  |
| <input type="checkbox"/> Alaska Native Corporation (ANCs) or Indian Tribe that has not been certified by the SBA as a Small Disadvantaged Business                                  |
| <input type="checkbox"/> Alaska Native Corporation (ANCs) or Indian Tribe that is not Small Business  |
| <input type="checkbox"/> Other: _____   |
| <b>Please forward a copy of all certifications and/or supporting documentation.</b>   |

### PROCUREMENT PROCESS

|   |                  |                |     |
|---|------------------|----------------|-----|
| Sales Contact Name  | Telephone Number | E-Mail Address |     |
| Accepted Methods of Order Placement: <input type="checkbox"/> On-line - URL: _____ <input type="checkbox"/> Fax: (_____) _____  |                  |                |     |
| <input type="checkbox"/> Email PO: _____@_____ <input type="checkbox"/> Other: _____ Preference: _____  |                  |                |     |
| Ordering Address  | City             | State          | Zip |
| Accepted Methods of Payment: <input type="checkbox"/> VISA <input type="checkbox"/> Check <input type="checkbox"/> EFT – Contact Company AR to Set-up? Y or N Preference: _____ |                  |                |     |
| Accounts Receivable Contact Name  | Telephone Number | E-Mail Address |     |
| Remit To Address  | City             | State          | Zip |

**I CERTIFY THAT THIS INFORMATION IS COMPLETE AND ACCURATE.** Under 15 U.S.C. 645(d), any person who misrepresents its size status shall (1) be punished by a fine, imprisonment, or both; (2) be subject to administrative remedies; and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.

Signature of Company Representative \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

## BUSINESS SIZE / TYPE DEFINITIONS AND WEBSITES

### SIZE STANDARDS

1. **Size Determinations** – The size of a business must include the Parent Company and any commonly owned/controlled affiliates, including foreign companies and non-profit companies.
2. **NAICS Code Sizes** – NAICS code sizes are determined by different criteria; either sales, the number of employees, or industry specific criteria. When more than one NAICS code is listed, one code may be a small business and another may be a large business. For these situations, a separate Size Classification Form is required for the small business NAICS codes and another form for the large business NAICS codes.
3. **Small Business** – Business size standards are established by the Small Business Administration on an industry-by-industry basis and are provided in detail in 13 CFR Part 121 (see FAR 19.101 and FAR 19.102). (See NAICS size standards table: <http://www.sba.gov/contractingopportunities/officials/size/index.html>)
4. **Large Business** – A business that does not meet the criteria of a Small Business (as defined by the Small Business Administration and FAR Part 19) is considered to be a Large Business.

### TYPE CLASSIFICATION

1. **Small Disadvantaged Business (SDB)** – Minimum 51% owned, controlled, and operated day-to-day by one or more socially disadvantaged individuals. May be Section 8(a)-certified per 13 CFR 124.1002. Small Disadvantaged Ethnicity definitions include the following categories: African American, Hispanic American, Native American (American Indian, Eskimo, Aleut, Native Hawaiian), Asian-Pacific American, and Asian-Indian American.
2. **Women-Owned Small Business (WOSB)** – A small business concern which is: 1.) At least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and 2.) Whose management and daily business operations are controlled by one or more women.
3. **HUBZone Small Business Concern** – A small business concern that appears on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration. (see – <https://eweb1sp.sba.gov/hubzone/internet/general/approved-firms.cfm> )
4. **Veteran-Owned Small Business (VOSB)** – A small business concern which is: 1.) At least 51 percent owned by one or more veterans as defined at 38 U.S.C. 101 or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more veterans; and 2.) The management and daily business operations of which are controlled by one or more veterans.
5. **Service-Disabled Veteran-Owned Small Business (SDVOSB)** – A small business concern which is: 1.) At least 51 percent owned by one or more service-disabled veterans or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more service-disabled veterans; and 2.) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran. 3.) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).
6. **Native American/Alaskan/Hawaiian** – Indian organizations, Indian owned economic enterprises, native Alaskan and Native Hawaiian business concerns of at least 51 percent ownership.

### WEBSITES

US Small Business Administration: <http://www.sba.gov/>  
System for Award Management (SAM): <http://www.sam.gov/>  
NAICS (size tables): <http://www.sba.gov/contractingopportunities/officials/size/index.html>  
National Minority Business Council: <http://www.nmbc.org/>  
National Minority Supplier Development Council: <http://msdc.adaptone.com/nmsdc/>  
SBA HubZone: <https://eweb1.sba.gov/hubzone/internet/index.cfm>  
US Department of Veteran Affairs: <http://www.vetbiz.gov/>