



# VENDOR PROFILE

## COMPANY DEMOGRAPHICS

Legal Company Name	D/B/As		
Street Address	City	State	Zip
Federal Tax ID (TIN)	DUNS Number		
Corporate Name	Address		
Type of Operation (Check One): <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <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)			

## COMPANY SIZE/TYPE – Forward a copy of all certifications and/or supporting documentation.

**SIZE (Check only one):**  Small Business Concern  Large Business Concern *Size includes Parent and Affiliated companies.*

**TYPE (Check all that apply and provide copies of any certifications):**

- Small Disadvantaged Business (SDB) Concern (includes African American, Hispanic American, and Native American)
- Woman-Owned Small Business (WOSB) Concern
- HUBZone Small Business (HUBZone SB) Concern
- Veteran Owned Small Business Concern
- Service-Disabled Veteran-Owned Small Business Concern
- Alaska Native Corporation (ANCs) or Indian Tribe that has not been certified by the SBA as a Small Disadvantaged Business
- Alaska Native Corporation (ANCs) or Indian Tribe that is not Small Business
- Other: \_\_\_\_\_

*See reverse side for definitions.*

## COMPANY OVERVIEW

1. Your Product(s) or Service(s): \_\_\_\_\_
2. North American Industry Classification System (NAICS) Code(s): \_\_\_\_\_
3. Is your company listed in the System for Award Management (SAM) (See: <http://www.sam.gov/>)?  YES  NO
4. Please identify any other organization(s) where your company name is listed: \_\_\_\_\_
5. Number of years in operation related to product or service: \_\_\_\_\_
6. Provide company organizational chart.
7. Does vendor have any current or past relationship whether subsidiary, wholly owned or operated, or any other such kinship or relationship, with any competitor of PHEAA, AES or FLS (i.e. financial aid or student loan industry)?  YES  NO

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8. Provide any details of all past or pending litigation or claims filed against vendor that could affect vendor’s performance under a contract with PHEAA.

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## 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://eweb1.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 Gay & Lesbian Chamber of Commerce: <http://www.nglcc.org/get-certified>  
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/>