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### SUBCONTRACTOR/SUPPLIER CERTIFICATION

<b>Company Name:</b>				
<b>Mailing Address:</b>				
<b>City, State, Zip:</b>				
<b>Phone:</b>	<b>Fax:</b>	<b>Federal Tax Id#</b>		
<b>Contact Person &amp; Title:</b>				
<b>EMAIL &amp;/or Website:</b>			<b>Major NAICS Code: (REQUIRED)</b>	
<b>Sole Proprietor</b> <input type="checkbox"/>		<b>Partnership</b> <input type="checkbox"/>		<b>Corporation</b> <input type="checkbox"/>
<b>Business Classification: (REQUIRED) (See Definitions)</b>			<b>Large</b> <input type="checkbox"/>	<b>Small</b> <input type="checkbox"/>
			<b>Small - Woman Owned:</b> <input type="checkbox"/>	
<b>Small Disadvantaged Business (SDB) Or 8(a) Firm</b> <input type="checkbox"/> <b>YES</b>			<b>HubZone Small Business</b> <input type="checkbox"/> <b>YES</b>	
<b>NOTE:</b> You must be certified by the Small Business Administration to be included in our statistics as a Small Disadvantaged Business (SDB). <b>Please attach a copy of your SBA certification with this form</b>			<b>NOTE:</b> You must be certified by the Small Business Administration to be included in our statistics as a HubZone business. <b>Please attach a copy of your SBA certification with this form</b>	
<b>CSI Code:</b> <u>Please indicate the CSI Division Codes/Scope of work for your organization</u>				
<b>Division –</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16				
<b>Minority Business:</b> Company is at least <u>51%</u> owned, controlled, and actively managed by: (check all applicable boxes)				
<input type="checkbox"/> Historically Black Colleges & Universities (HBCU) & Minority Institutions (MI) <input type="checkbox"/> Black American <input type="checkbox"/> Native American (American Indian, Eskimo, Aleut & Native Hawaiian) <input type="checkbox"/> Hispanic American <input type="checkbox"/> Asian-Pacific American (Includes Orientals) <input type="checkbox"/> Subcontinent Asian American (Bangladesh, India, Pakistan, Sri Lanka, Bhutan or Nepal) <input type="checkbox"/> Other Minority (explain): _____				
<b>OTHER CERTIFICATIONS: Please attach a copy:</b> City <input type="checkbox"/> County <input type="checkbox"/> State <input type="checkbox"/> Other <input type="checkbox"/>				
<b>Veteran Business</b> – Veteran must have served at minimum 180 days active duty. Company is at least <u>51%</u> owned, controlled, and actively managed by veteran.				
<input type="checkbox"/> Veteran <span style="margin-left: 200px;"><input type="checkbox"/> Service Disabled Veteran</span>				
<b>Describe products or services provided:</b>				
<b>Notice:</b> Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to sections 8(a), 8(d), 9 or 15 of the Small Business Act or any other provision of the Federal law that specifically references section 8(d) for a definition of program eligibility, shall: (1) be punished by imposition of fine, imprisonment, or both; (2) be subject to administrative remedies, including suspension and debarment; and (3) be ineligible for participation in programs conducted under the authority of the Act. (End of provision).				
<b>Signature of Company Officer:</b>		<b>Title:</b>		<b>Date:</b>

# DEFINITIONS

**(NAICS) Code (North American Industrial Classification System):** The Small Business Administration (SBA) has amended its size regulations by establishing a new table of small business size standards for industries, as the North American Industry Classification System (**NAICS**). The new size standards became effective beginning with Fiscal Year 2001, which began October 1, 2000. The SBA has determined that (NAICS) is a better description of industries in the U.S. economy than the Standard Industrial Classification system (SIC). **Effective October 1, 2000 please list your (NAICS) code in place of the old (SIC) code.**

**TO FIND YOUR (NAICS) CODE LOG ONTO [www.naics.com](http://www.naics.com).** Click the button on the top left of the screen that reads: NAICS to SIC, SIC to NAICS. From Table (2), select the category that best describes your business. From the screen that opens (1987 SCI codes matched to 1997 NAICS codes, Major Group 2digits), again narrow your search by selecting the category that best describes your type of business. Your selection will open an SIC/NAICS conversion chart. Identify your type of business and the appropriate NAICS code

**SMALL BUSINESS:** "Small business concern means a concern, including its affiliates, that is Independently owned and operated, not dominant in the field of operation in which it is bidding. Please refer to the Table of Small Business Size Standards for clarification on factors used to determine "size" for all industries. Summary is attached for general information. ([www.sba.gov/size/sizetable2002.html](http://www.sba.gov/size/sizetable2002.html))

**SMALL DISADVANTAGED BUSINESS:** A small business concern that is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged. This can include a publicly owned business that has at least 51 percent of its stock unconditionally owned by one or more socially and economically disadvantaged individuals and whose management and daily business is controlled by one or more such individuals. Participants in the 8(a) Business Development Program through the SBA are certified as "SDB" firms. **SDB's must be certified through the SBA. Contact your local Small Business Administration Office for detailed information.**

**HUBZone:** A small business meets **all** of the following criteria to qualify for the Hubzone program:

- it **must** be located in a "historically underutilized business zone,"
  - it **must** be owned and controlled by one or more U.S. Citizens, and
  - at least 35% of its employees **must** reside in a HUB Zone.
- Located in one or more of the following:
- a qualified census tract (as defined in section 42(d)(5)(C)(i)(I) of the Internal Revenue Code of 1986);
  - a qualified "non-metropolitan county" (as defined in section 143(k)(2)(B) of the Internal Revenue Code of 1986) with a median household income of less than 80 percent of the State median household income or with an unemployment rate of not less than 140 percent of the statewide average, based on U.S. Department of Labor recent data; or
  - lands within the boundaries of federally recognized Indian reservations.

**HubZone's must be certified annually through the SBA.**

**Contact your local Small Business Administration Office for detailed information.**

## Summary of Small Business Size Standards

A Small Business is one that

- is organized for profit;
- has a place of business in the United States;
- makes a significant contribution to the U.S. economy by paying taxes or using American products, materials or labor; and,
- does not exceed the numerical size standard for its industry.

The business may be a sole proprietorship, partnership, corporation, or any other legal form.

There is an SBA small business size standard for every private sector industry in the U.S. Economy. SBA uses the North American Industry Classification System (NAICS) to identify the industries.

Size Standards (usually stated in number of employees or average annual receipts) represent the largest size that a business (including its subsidiaries and affiliates) may be to remain classified as a small business for SBA's programs and for Federal contracting programs.

SBA has several general Size Standards. A business in one of the following industry groups is small if it is not greater than the size standard indicated.

Industry Group	Size Standard
Manufacturing	500 employees
Wholesale Trade	100 employees
Agriculture	\$750,000
Retail Trade	\$6 million
General & Heavy Construction (except Dredging)	\$28.5 million
Dredging	\$17 million
Special Trade Contractors	\$12 million
Travel Agencies	\$3 million (commissions & other income)
Business and Personal Services Except:	\$6 million
• Architectural, Engineering, Surveying, and Mapping Services	\$4 million
• Dry Cleaning and Carpet Cleaning Services	\$4 million

Office of Size Standards  
U.S. Small Business Administration  
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