

Dartmouth College – Procurement Services

NEW SUPPLIER CLASSIFICATION FORM

Please fax (or scan and email) completed form and attachments back to requestor or appropriate Finance Center at Dartmouth College.

Business Ownership Classification

Must be completed to be a Dartmouth College supplier. Certification is recommended, not required. See page 2 for definitions/info on certifying organizations and attach a copy of your latest certification from them – if applicable. Please check all that apply.

- Small Disadvantaged Business, HUBZone Small Business, SBA 8(a), Veteran-Owned Small Business, Service-Disabled Veteran Small Business, Small Business, African American/Black Owned Business, Asian American Owned Business, Asian Indian Owned Business, Asian Pacific Owned Business, Hispanic/Latino Owned Business, Native American Owned Business, Woman-Owned Small Business, LGBTQ Owned Small Business, Disability Owned Small Business(DOBE), US DoT Disadvantaged Bus. Enterprise, State/Local Government programs, Not Applicable

Business Information

Legal Company Name:

Business name/disregarded entity name, if different from above:

Tax Payer Identification #: DUNS #: # of Employees:

North American Industry Classification (NAICS) codes. To find your company’s codes, go to: www.census.gov/eos/www/naics

Primary: Other Codes:

Supplier Provides: Goods Services Goods and Services

Tax Payer Status

Please attach signed copy of W-9 or W-8BEN-E, and check the appropriate status below.

- Individual Corporation Sole Proprietor Tax Exempt Entity
Partnership LLC Foreign Entity Other

Central Order Location Information

Order Address: City: State: Zip: Phone: Email for Order Submission: Company URL: Contact Name: Contact Email:

Remit Location Information

Remit Address: City: State: Zip: Phone: Email for Remit Submission: Order FAX #:

Does your company accept Visa / MasterCard as a form of payment: (Y/N)

Is your company currently on the list of Federal Debarred Suppliers? (Y/N) Pending Debarment Action? (Y/N)

Dartmouth College Standard Payment Terms (NET 45).

Dartmouth Standard Freight Terms: (FOB) Destination

Authorized Representative Signature: I hereby certify that the above information is accurate to the best of my knowledge.

(Authorized Signature) (Print Name) (Title) (Date)

# Diversity Classification Definitions Certifying Organizations

We encourage but do not require certification from these Organizations and Federal/State Agencies

## THIRD PARTY CERTIFICATION AGENCIES

### National Minority Supplier Development Council (NMSDC)

- 1 Minority Owned Small Business: A minority-owned business is a profit enterprise, regardless of size, physically located in the United States or its trust territories, which is 51% owned and controlled by minority group members. For the purposes of the National Minority Supplier Development Council, the minority group includes African American, Black, Hispanic or Native American. Minority status is established via a combination of screenings, interviews and site visits. Owners of the case of a publicly traded business, means that at least 51% of the stock is owned by one or more minority group members. For details, visit the [NMSDC website \(http://www.nmsdc.org/mbes/certification/\)](http://www.nmsdc.org/mbes/certification/)

- 2 Women Business Enterprise (WBE): At least 51% of this business (or at least 51% of the stock) is owned by one or more women. The daily business is controlled by one or more women. For more details, visit the [WBENC website \(http://www.wbenc.org/government\)](http://www.wbenc.org/government) or the U.S. SBA Women Owned Small Business program website (<https://www.sba.gov/contracting/government/contracting-programs/women-owned-small-businesses>)

### National Gay & Lesbian Chamber of Commerce

- 3 LGBTQ owned business: A majority (at least 51%) owned, operated, managed, and controlled by an LGBT person or persons who are either U.S. citizens or lawful permanent residents and exercises independence of business enterprise. For more details, visit the [NGLCC website \(www.nglcc.org/certified\)](http://www.nglcc.org/certified)

### U.S. Business Leadership Network (USBLN)

- 4 Disability Supplier: Businesses that are 51% or more owned, operated and controlled by individual(s) with disabilities. For more details, visit the US Business Leadership Network website ([http://www.usbln.org/dsdp\\_overview](http://www.usbln.org/dsdp_overview)).

## FEDERAL GOVERNMENT

### U.S. Small Business Administration (SBA)

- 5 *Small Disadvantaged Business (SDB)* To self-represent as an SDB, register your business in the Federal System for Award Management provided your company meets SBA eligibility criteria for SDBs. Generally, this means that:
  - a. The firm must be 51% or more owned and control by one or more disadvantaged persons.
  - b. The disadvantaged person or persons must be socially and economically disadvantaged. [www.sba.gov/contracting/government/contracting-programs/sba-business-development-program/eligibility-requirements/socially-and-economically-disadvantaged-eligibility](http://www.sba.gov/contracting/government/contracting-programs/sba-business-development-program/eligibility-requirements/socially-and-economically-disadvantaged-eligibility)
  - c. The firm must meet the size standard for more information go to [www.sba.gov/contracting/getting-started/contractor/make-sure-you-meets-size-standards/small-business-size-regulations](http://www.sba.gov/contracting/getting-started/contractor/make-sure-you-meets-size-standards/small-business-size-regulations)
- 6 *HUBZone Small Business* Business must be located in a "historically underutilized business zone" and be HUBZone and controlled by one or more US citizens; additionally at least 35% of its employees must reside in the HUBZone. See the [HUBZone Program website \(www.sba.gov/contracting/government/contracting-programs/hubzone-program\)](http://www.sba.gov/contracting/government/contracting-programs/hubzone-program)
- 7 *SBA 8(a) Small Business* Business must be at least 51% owned and controlled by a socially and economically disadvantaged individual or individuals who are of good character and citizens of the United States. For details and application information, visit the [SBA website \(www.sba.gov/contracting/government/contracting-programs/sba-business-development-program/about-sba-business-development-program\)](http://www.sba.gov/contracting/government/contracting-programs/sba-business-development-program/about-sba-business-development-program)
- 8 *Small Business* - Small business size standards define the largest business concern, including all affiliates, may be and yet qualify as a small business concern for most U.S. SBA and other federal agencies. The SBA has established two widely used size standards: average # of employees over the past 12 months, and average annual receipts for the past 3 years. However, many exceptions exist. For details, see either website <http://www.sba.gov/contracting/getting-started/contractor/qualifying-small-business> or <http://www.sba.gov/contracting/getting-started/contractor/qualifying-small-business>. You will need to review the Size Standards for your primary NAICS codes using the [Size Standards Tool at /tools/standards-tool](http://www.sba.gov/contracting/getting-started/contractor/qualifying-small-business)
- 9 *Women-Owned Small Business Federal Contract Program* - visit [www.sba.gov/contracting/government/contracting-programs/women-owned-small-businesses](http://www.sba.gov/contracting/government/contracting-programs/women-owned-small-businesses) for details.

### Federal Government Veterans Administration (VA)

- 10 *Veteran-owned Small Business (VOSB)* At least 51% of the business must be owned (or 51% of the stock) by veterans, and the daily business operations of the business are controlled by one or more veterans. View the U.S. Department of Veterans Affairs website for more details ([www.va.gov/osdbu/verification](http://www.va.gov/osdbu/verification))
- 11 *Service-Disabled Veteran-Owned Small Business (SDVOSB)* Must be at least 51% owned or controlled by one or more American Veteran(s) with service-connected physical or mental impairments. View the U.S. Department of Veterans Affairs website for more details (<http://www.va.gov/osdbu/verification/>)

### Federal Government Department of Transportation (DoT)

- 12 U.S. Department of Transportation - provides a vehicle for increasing the participation by WBEs in state and local procurement. To be certified as a DBE, a firm must be a small business owned and controlled by a socially and economically disadvantaged individual. For details, visit [www.transportation.gov/rights/disadvantaged-business-enterprise](http://www.transportation.gov/rights/disadvantaged-business-enterprise)

## STATE AND LOCAL GOVERNMENT SUPPLIER DIVERSITY PROGRAMS

- 13 State and Local Offices of Supplier Diversity often provide information on special programs for Small or Diverse Business.