

DRAFTFCB

VENDOR INFORMATION FORM

Instructions/Purpose: As a prime contractor to the U.S. Government, we are required to compile "business size" and "type of business" information about our suppliers and potential suppliers. The first step to be considered for bid opportunities and/or purchases is to complete and return this questionnaire. For assistance completing this form, a Glossary of Terms and various Internet resource sites have been included.

Company Name: _____ DUNS # _____ Date: _____

Street Address: _____ Fed. ID# _____

City: _____ State: _____ Zip: _____

Company Tel #: _____ Fax#: _____ Web Site: _____

Contact Person: _____ Title: _____

Email: _____ Phone # _____ Cell # _____

Remit To Address (if different then above): _____

Products or Services Offered:

(Include NAICS if known)

Business Size: Small _____ or Large _____ **Annual Sales:** _____

(Go to the SBA website: <http://www.sba.gov/services/contractingopportunities/sizestandardsttopics/index.html> for assistance determining size.)

Business Type: Woman-Owned _____ Minority Owned _____ Disadvantaged _____ Vet-Owned _____

Service Disabled Vet _____ Vietnam Vet-Owned _____ Disabled _____ HUBZone _____ HBCU/MI _____

(Check where applicable.)

Business Ownership: African-American _____ Hispanic-American _____ Native-American _____

Asian-Pacific American _____ Asian-Indian American _____ Eskimo/Aleut _____

(Check where applicable.)

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References: (Provide customer names, contact information, project description and dollar amount of contracts.)

Registration and Certification:

When the Client is the Federal Government - As a prime contractor to the Federal government; Draftfcb seeks to identify “small” businesses within the categories cited in the “Business Type” section. SBA certification is required for businesses within the “Small Disadvantaged” (<http://www.sba.gov/aboutsba/sbaprograms/sdb/index.html>) and HUBZone small” (<https://eweb1.sba.gov/hubzone/internet/index.cfm>) categories. Businesses within these classifications who will be subcontractors on a Federal government contract must obtain a CAGE (Commercial and Government Entity) number and register with the Government’s Central Contractor Registration (CCR) system. Go to the following two websites for additional information:

http://www.dlis.dla.mil/cage_welcome.asp and <http://www.ccr.gov/Default.aspx>

Note: The Federal government “only” recognizes SBA certification for the Small Disadvantaged and Small HUBZone classifications.

CCR Registration (Yes/No): _____

CAGE #: _____

When the Client is the Private Sector - Draftfcb requires minority and woman-owned businesses to be certified for inclusion within our Supplier Diversity Initiatives and Directory. A “current” certification from a recognized organization such as the NMSDC (www.NMSDC.org) or one of its local councils WBENC (www.wbenc.org) and state or city certifying bodies is required. Provide a copy of the certificate with this questionnaire:

Certifying Organization _____

Certification Expiration Date _____

Federal Business Classification Profile

In accordance with 15 U.S.C. 645(d) any person who misrepresents a firm's proper classification shall (1) be punished by imposition of a fine, imprisonment or both; (2) be subject to administrative remedies; and (3) be ineligible for participation in programs conducted under authority of the Small Business Act.

I attest that the information contained herein is true and accurate and that our firm “is not” presently debarred by any Federal agency to the best of my knowledge. I understand that information willfully falsified or omitted may result in this firm being prohibited from bidding or receiving a contract. The completion of this form does not obligate Draftfcb to anything nor does it guarantee an opportunity to bid or receive an order.

Information Furnished By:

Name (type or print)

Title

Signature

Date

GLOSSARY OF TERMS AND RESOURCE INFORMATION

Business Size - Small or Large:

Companies are defined as large or small by the Small Business Administration (SBA). Go to <http://www.sba.gov/services/contractingopportunities/sizestandardtopics/index.html> for additional information. The specific criteria for size determination will vary by industry and NAICS Code. Generally, the determining factor will be based on either the number of employees or annual gross sales of the business.

Business Type:

- **DISADVANTAGED/MINORITY-OWNED BUSINESS** - A business which is at least 51% owned by a socially/economically disadvantaged group member or, in the case of any publicly owned business, at least 51% of the stock is owned by a socially/economically disadvantaged group, and whose management and daily business operations are controlled by a socially/economically disadvantaged group. Groups that are considered to be historically socially and economically disadvantaged include, but are not limited to, African-Americans, Hispanic-Americans, Native Americans, Asian-Pacific Americans, Asian-Indian Americans, Eskimos and Aleuts.
- **WOMAN-OWNED BUSINESS** - A business which is at least 51% owned by one or more women or, in the case of any publicly owned business, at least 51% of the stock is owned one or more women, and whose management and daily business operations are controlled by one or more women.
- **VETERAN-OWNED BUSINESS** - A business which is at least 51% owned by one or more veterans or, in the case of any publicly owned business, at least 51% of the stock is owned one or more veterans, and whose management and daily business operations are controlled by one or more veterans. The term “veteran” refers to any person who served in any branch of the US Armed Forces, and who was discharged or released from service under conditions other than dishonorable.
- **SERVICE DISABLED VETERAN-OWNED BUSINESS** - A business which is at least 51% owned by one or more service disabled veterans or, in the case of any publicly owned business, at least 51% of the stock is owned one or more service disabled veterans, and whose management and daily business operations are controlled by one or more service disabled veterans. The term “veteran” refers to any person who served in any branch of the US Armed Forces, and who was discharged or released from service under conditions other than dishonorable. A veteran is considered a service disabled if his/her disability is “service connected”
- **MINORITY-OWNED BUSINESS** – A business which is at least 51% owned by a minority group member or, in the case of any publicly owned business, at least 51% of the stock is owned by a minority group, and whose management and daily business operations are controlled by a minority group.
- **WOMAN-OWNED BUSINESS** – A business which is at least 51% owned by one or more women or, in the case of any publicly owned business, at least 51% of the stock is owned one or more women, and whose management and daily business operations are controlled by one or more women.
- **HBCU (HISTORICALLY BLACK COLLEGE or UNIVERSITY)** – Any historically black college or university that was established prior to 1964, whose principal mission was, and is, the education of black Americans, and that is accredited by a nationally recognized accrediting agency or association determined by the Secretary of Education to be a reliable authority as to the quality of training offered or is according to such an agency or association, making responsible progress towards accreditation.
- **HUBZone** – The HUBZone (Historically Underutilized Business Zone) Empowerment Contracting Program stimulates economic development and creates jobs in urban and rural communities by providing Federal contracting preferences to small businesses. Go to <https://eweb1.sba.gov/hubzone/internet> for additional information and <http://map.sba.gov/hubzone/init.asp#address> to learn if your business is located within a HUBZone

GLOSSARY OF TERMS AND RESOURCE INFORMATION

CAGE (Commercial and Government Entity) Code:

A CAGE Code is a five (5) position code that identifies companies doing or wishing to do business with the Federal Government. In some cases, prime contractors may require their sub-contractors to have a CAGE Code. For additional information about Cage Codes visit http://www.dlis.dla.mil/cage_welcome.asp.

CCR (Central Contractor Registration):

In order to improve accuracy and reduce your data input, SBA will use its Small Business Logic to determine your small business status for the CCR. All CCR registrants are validated through the CAGE system. If you do not have a CAGE Code and are a U.S. company, one will be assigned to you. Firms are allowed to list themselves as SDBs in CCR. However, in order to be counted as an SDB subcontractor towards a Prime Contractor's SDB goals, firms must be certified by SBA. You can register in CCR at <http://www.ccr.gov/Default.aspx>.

NAICS Codes:

NAICS (North American Industrial Classification) Codes are used by the government to classify businesses by the type of product or service provided. A complete listing of the NAICS codes can be found at the following website www.census.gov/epcd/naics02/naicod02.htm. For your convenience, a listing of some of the most common codes applicable to Draftfcb suppliers is attached at the back of this form.

NMSDC (National Minority Supplier Development Council):

The NMSDC was chartered in 1972 to provide increased procurement and business opportunities for minority businesses of all sizes. It serves as a direct link between corporate America and minority-owned businesses. The NMSDC Network includes a National Office in New York and 39 regional councils across the country. There are 3,500 corporate members throughout the network, including most of America's largest publicly-owned, privately-owned and foreign-owned companies, as well as universities, hospitals and other buying institutions. The regional councils certify and match more than 15,000 minority owned businesses (Asian, Black, Hispanic and Native American) with member corporations which want to purchase goods and services. Visit www.NMSDC.org for additional information.

WBENC (Women Presidents' Educational Organization)

The Women's Business Enterprise National Council (WBENC), founded in 1997, is the nation's leading advocate of women-owned businesses as suppliers to America's corporations. It also is the largest third-party certifier of businesses owned and operated by women in the United States. WBENC works with representatives of corporations to encourage the utilization and expansion of supplier/vendor diversity programs. Visit www.wbenc.org for additional information.