

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, 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:

Tax Payer Status

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

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

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, 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? 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 and 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 for-profit enterprise, regardless of size, physically located in the United States or its trust territories, which is 51% owned, operated and controlled by minority group members. For the purposes of the National Minority Supplier Development Council's (NMSDC) program, a minority group member is an individual who is at least 25% Asian, Black, Hispanic or Native American. Minority eligibility is established via a combination of screenings, interviews and site visits. Ownership, in the case of a publicly-owned business, means that at least 51% of the stock is owned by one or more minority group members. For more details, visit the [NMSDC website](http://www.nmsdc.org/mbes/mbe-certification/) (<http://www.nmsdc.org/mbes/mbe-certification/>).

Women's Business Enterprise National Council (WBENC)

- 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; and the daily business is controlled by one or more women. For more details, visit [WBENC website](http://www.wbenc.org/government/) (<http://www.wbenc.org/government/>) or the U.S. SBA Woman-Owned Small Business program [website](https://www.sba.gov/contracting/government-contracting-programs/women-owned-small-businesses) (<https://www.sba.gov/contracting/government-contracting-programs/women-owned-small-businesses>).

National Gay & Lesbian Chamber of Commerce

- 3 **LGBTQ owned business** - 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 from any non-LGBT business enterprise. For more details, visit [NGLCC website](http://www.nglcc.org/get-certified) (www.nglcc.org/get-certified)

U.S. Business Leadership Network (USBLN)

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

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 the 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 disadvantaged and economically disadvantaged. www.sba.gov/contracting/government-contracting-programs/8a-business-development-program/eligibility-requirements/social-disadvantage-eligibility
 - c. The firm must be small, according to SBA's size standards (for more information, go to: www.sba.gov/contracting/getting-started-contractor/make-sure-you-meet-sba-size-standards/small-business-size-regulations)
- 6 **HUBZone Small Business** – Business must be located in a "historically underutilized business zone" or HUBZone and be owned and controlled by one or more US citizens; additionally at least 35% of its employees must reside in a HUBZone. See the [U.S. SBA HUBZone Program website](http://www.sba.gov/contracting/government-contracting-programs/hubzone-program) (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 further details and application information, go to the [US SBA's Business Development Program website](http://www.sba.gov/contracting/government-contracting-programs/8a-business-development-program/about-8a-business-development-program) (www.sba.gov/contracting/government-contracting-programs/8a-business-development-program/about-8a-business-development-program)
- 8 **Small Business** - Small business size standards define the largest that a business concern, including all of its affiliates, may be and yet qualify as a small business concern for most U.S. SBA and other federal programs. 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 at 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 www.sba.gov/tools/size-standards-tool
- 9 **Women-Owned Small Business Federal Contract Program** - visit 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 one or more 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](http://www.va.gov/osdbu/verification) for more details. (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](http://www.va.gov/osdbu/verification) for more details. ([http://www.va.gov/osdbu/verification/](http://www.va.gov/osdbu/verification))

Federal Government – Department of Transportation (DoT)

- 12 U.S. DoT's Disadvantaged Business Enterprise (DBE) program - provides a vehicle for increasing the participation by MBEs and WBEs in state and local procurement. To be certified as a DBE, a firm must be a small business owned and controlled by socially and economically disadvantaged individuals. For details, visit www.transportation.gov/civil-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.