



Annual Supplier Representations & Certifications

Subcontractor _____ Vendor _____

Action Code _____ (A=Add U=Update) Subcontractor/Vendor # _____

Procurement of material, services and supplies for a United States Government Contract requires that prime contractors, subcontractors and suppliers comply with socioeconomic programs enacted into public law, implemented by Executive Order, and promulgated by Federal Regulations. Representations and Certifications must be completed prior to award of any order(s) to your company and be updated annually.

_____ is an Equal Employment/Affirmative Action Employer and as such does not discriminate in any employment decision on the basis of race, gender, religion, national origin, age disability or veteran's status. All _____ subcontractors and vendors agree they will abide by the equal opportunity provisions of 41CFR 60-1.4(a).

COMPANY NAME: _____

PRINCIPLE OFFICE
PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

PARENT COMPANY NAME (if subsidiary): _____

PHONE: _____ FAX: _____ EMAIL: _____

CONTACT NAME: _____ PHONE: _____ EMAIL: _____

ACCOUNTS RECEIVABLE
CONTACT NAME: _____ PHONE: _____ EMAIL: _____

PRIMARY PERFORMANCE LOCATION (If Different)

COMPANY NAME: _____

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ FAX: _____ EMAIL: _____

SPECIAL SUPPLIER INSTRUCTIONS: _____



Annual Supplier Representations & Certifications

TAX IDENTIFICATION

NUMBER (TIN): _____

SUBCONTRACTOR/VENDOR OPERATES AS:

- a corporation incorporated under the laws of the State of _____
- a sole proprietorship
- a government entity (Federal, State, or Local)
- a partnership
- a limited liability corporation (LLC)
- other _____

STATE BUSINESS LICENSE #: (if state required) _____

State: _____

Number: _____

DUNS NUMBER (required): _____

(Obtain free D-U-N-S Number at <http://fedgov.dnb.com/webform/>)

CONGRESSIONAL DISTRICT (2 digit code) _____

(Obtain code at <http://www.house.gov/representatives/find/>)

PRIMARY NAICS CODE: _____

North American Industrial
Classification System (NAICS)
(FAR 19.102)

NAICS Code listings available at: <http://www.census.gov/eos/www/naics/>



Annual Supplier Representations & Certifications

SYSTEM FOR AWARD MANAGEMENT: (Optional) _____ (Subcontractor initial)

NASCO requires all subcontractors to have a current registration in the System for Award Management (SAM)

(Enroll at <https://www.sam.gov>)

CAGE CODE: (Optional) _____

A Cage Code is a (5) position code that identifies a company doing business with the Federal Government. If you do not have a Cage Code, one will be assigned to you through the SAM registration and verification process.

E-Verify: Federal contracts awarded and solicitations issued after September 8, 2009, include the FAR E-Verify clause (52.222-54) that require a SUBCONTRACTOR to follow the E-Verify requirements regardless of tier. (Requirement does not apply to vendors)

www.dhs.gov/Everify

NASCO requires all SUBCONTRACTORS to use E-Verify. As proof of enrollment a copy of the E-Verify MAINTAIN COMPANY page is required in order to complete this form.

E-Verify MAINTAIN COMPANY page enclosed _____(Subcontractor initial)

_____(NASCO Administrator initial)



Annual Supplier Representations & Certifications

Please review each statement below and place a check mark in the box that represents your current state of compliance with each requirement. **NOTE: Do not leave any of the sections blank.** Sign and date the bottom of page 5.

NOTICE Under 15U.S.C. 645(d), any person who misrepresents a firm’s status as a small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(b), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall (i) be punished by imposition of fine, imprisonment, or both; (ii) be subject to administrative remedies, including suspension and debarment; and (iii) be ineligible for participation in programs conducted under the authority of the Act (Far 52.219-1(d)(2)).

The Offeror hereby represents and certifies that it is a: (Check all applicable boxes)

Business Size and Type Classification: (FAR 52.219-1)

- 1. **Large Business (LRG)**
- 2. **Nonprofit Business (NPB)**
- 3. **Qualified Non-Profit Agency (QNA)**
- 4. **Government Agency/Entity:** explain: _____
- 5. **Foreign Business (non-U.S.)**
- 6. **Small Business (SB)** “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, and qualifies as a small business under the criteria in 13 CFR Part 121 and the size standard identified by the NAICS Code identified in above. (Check all that apply)

- a) **Woman-Owned Small Business (WOSB)** means a small business concern 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 of which is owned by one or more women and whose management and daily business operations are controlled by one or more women.

Economically Disabled Woman-Owned Small Business (EDWOSB) Include copy of SBA certification.

- b) **Veteran-Owned Small Business (VOSB)** means a small business with no less than 51% of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51% of the stock of which is owned by one or more veterans; and the management and daily operations of which are controlled by one or more veterans.



Annual Supplier Representations & Certifications

c) **Service-Disabled Veteran-Owned Small Business** (SDVOSB) means a small business not less than 51% of which is owned by one or more service disabled veterans or, in the case of any publicly owned business, not less than 51% of the stock of which is owned by one or more service disabled veterans; controlled, and actively managed by the individual(s) (or the spouse/caregiver of a veteran with permanent or severe disabilities).

d) **HUBZone Small Business Certified** (HUB Zone SB) concern that must be a small business according to the definition of FAR 52.219-1(b)(1) and the NAICS Code size standards, be on the List of Qualified HUBZONE Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR Part 126.

A copy of the offeror's current Small Business Administration (SBA) certification letter and a copy from SBA's Pro_Net profile must be attached.

e) **Small Disadvantaged Business** (SDB) means a small business concern owned and controlled by socially and economically disadvantaged individual.

(Check all that apply)

- i. Black American
- ii. Hispanic American
- iii. Native American (American Indians, Eskimos, Aleuts or Native Hawaiians.)
- iv. Asian-Pacific American
- v. Subcontinent Asian (Asian-Indian) American
- vi. Individual/concern, other than one of the preceding:
Explain: _____

- vii. SBA 8(a) – Certified



Annual Supplier Representations & Certifications

52.204-10 Reporting Executive Compensation and First-Tier Subcontract Awards

If in the Subcontractor’s preceding fiscal year, the subcontractor received—

- 1) 80 percent or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and sub grants) and cooperative agreements; **and**
- 2) \$25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and sub grants) and cooperative agreements;

The following section must be completed, otherwise, this section is not applicable:

Names of Top 5 Highly Compensated Officers

Salary

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Prime contracts earmarked with FAR 52.204-10 require Prime Contractor to report Subcontractor contract information and information obtained in the NASCO Representations and Certifications.

Please sign, date, and return

Date: _____

Signature: _____

Title: _____

Print Name: _____

Company Name: _____