



SYSTEMS PLANNING AND ANALYSIS, INC.

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If you have any issues using the button above please save and attach the form to an e-mail to smallbusiness@spa.com

VENDOR CERTIFICATION FORM

The undersigned vendor (Seller) must be certified prior to being entered into the procurement and payment database of Systems Planning and Analysis, Inc. (SPA). This information is needed to comply with requirements from the Federal Acquisition Regulation 52-219.1 (Small Business Program Representations). This certificate, once executed by Seller, shall apply to current and future Subcontracts or Purchase Orders entered into by and between SPA and Seller, and is incorporated by reference into future bids, quotations, and proposals by Seller to SPA. This certification is valid for a period of one year and recertification will be required.

VENDOR INFORMATION (Type of print information clearly)

Vendor Name: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Telephone Number: _____ Fax Number: _____
 Contact: (Sales/Contracts) _____ E-mail: _____

Federal Tax ID Number Or Social Security Number: _____
 Federal Tax ID Name: _____
 North American Industry Classification Code (NAICS): _____
 DUNS Number: _____

Organization Type:
 US Corporation State Incorporated: _____ Limited Liability Corporation State Incorporated: _____
 Foreign If foreign company, or if individual is non US citizen; list the country of citizenship: _____
 Federal, State or Local Government Joint Venture Non-Profit
 Partnership Sole Proprietor/Individual Other

Is this company a subsidiary of another company? Yes (provide the following information) No
 Parent Company: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____

How long has this company been in business? _____
List any other name and address this company has been known as: _____
What type of service or supply does your company provide? _____

BUSINESS CLASSIFICATION (Definitions appear on the back of this document)

<input type="checkbox"/> Small Business/Individual (SB)	If Small Business/Individual, check all applicable:
<input type="checkbox"/> Large Business (LB)	
<input type="checkbox"/> Government Agency (GA)	
<input type="checkbox"/> Non-Profit Business (NPB)	
<input type="checkbox"/> Foreign Business	
<input type="checkbox"/> Disadvantaged Small Business (SDB)	
<input type="checkbox"/> Woman-Owned Small Business (WOSB)	
<input type="checkbox"/> Veteran-Owned Small Business (VOSB)	
<input type="checkbox"/> Service Disabled Veteran-Owned Small Business (SDVOSB)	
<input type="checkbox"/> Historically Underutilized Business Zone (HUB Zone)	
<input type="checkbox"/> Native American	

SBA CERTIFICATIONS (Complete only if DI or HUB Zone were checked above)

<i>If Disadvantaged Small Business, check all applicable:</i>	<i>If Historically Underutilized Business Zone, check ONE:</i>
<input type="checkbox"/> SBA's 8(a) Program	<input type="checkbox"/> SBA Certified
<input type="checkbox"/> Graduate of SBA's 8(a) Program	<input type="checkbox"/> Not Currently certified by SBA
<input type="checkbox"/> Not currently certified by any of the above	

On behalf of Seller, I certify that the information contained in this form is true and correct to the best of my knowledge. I recognize that Systems Planning and Analysis, Inc. may forward this certification to the U.S. Government. The penalty for making false statements is prescribed in 15 U.S.C. 645(d)

Signature: _____
Name (Printed): _____
Title (Printed): _____
Date of Execution: _____

BUSINESS CLASSIFICATION DEFINITIONS

Small Business means a concern, including its affiliates, that is independently owned and operated, not dominant in the field(s) of operation in which it is bidding on government contracts, and qualified as a small business under the criteria and size standards in 13 C.F.R. 121 (if in doubt, consult with the Small Business Administration Office in your area).

Individual is any citizen of the United States or an alien lawfully admitted for permanent residence in business for himself as a consultant, a corporation, or a sole proprietorship.

Disadvantaged Small Business is a small business which is at least 51 percent owned by one or more socially and economically disadvantaged individuals; or, in the case of any publicly owned business, of which at least 51 percent of the stock is owned by one or more socially and economically disadvantaged individuals; and whose management and daily business operations are controlled by one or more of such individuals. Socially and economically disadvantaged individuals include: Black Americans; Hispanic Americans; Native Americans (American Indians, Eskimos, Aleuts and native Hawaiians); Asian-Pacific Americans (U.S. citizens whose origins are from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, and Taiwan); Asian Indian Americans (U.S. citizens whose origins are from India, Pakistan, and Bangladesh); and other minorities, or any individuals found to be disadvantaged by the Small Business Administration.

Woman-Owned Small Business is a small business, which is at least 51 percent, owned by a woman or women who are U.S. citizens and who also control and operate the business. "Control" in this context means exercising the power to make policy decisions. "Operate" is defined as actively involved in the day-to-day management.

Veteran-Owned Small Business is a small business not less than 51% of which is owned by one or more 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 veterans.

Service-Disabled Veteran-Owned Small Business is 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.

HUB Zone must be located in a "historically underutilized business zone" or HUB Zone. A HUB Zone is an area that is located in one or more of the following: a qualified census tract (as defined in section 42 (d) (5) © (i) (I) of the Internal Revenue Code of 1986); a qualified "non-metropolitan county" (as defined in section 143 9k) (2) (B) of the Internal Revenue Code of 1986) with a median household income of less than 80 % of the State median household income or with an unemployment rate of not less than 140% of the statewide average, based on US Department of Labor recent data; or lands within the boundaries of federally recognized Indian reservations. Per FAR 19.703 and the clause at 52.219-9 to clarify that prime contractors must confirm that a subcontractor representing itself as a Historically Underutilized Business Zone (HUB Zone) small business concern is certified, consistent with the requirements of 15 U.S.C. 632 et seq., as amended.

Native American as defined by the Alaska Native Claims Settlement Act 43 USC 1602(b) or Native Hawaiian as defined by 25 USC 4221, Sec 9. You must possess 51% ownership of the firm. If the firm is owned and controlled by a tribe or a native village or native group (including corporation organized by Kenai, Juneau, Sitka, and Kodiak). The "Indian" or "native entity must be recognized by the Federal Government as eligible for services from the Bureau of Indian Affairs (BIA) in accordance with 25 USC 1452 (c).

Large Business concern is one, which exceeds the size standards, to qualify as a small business, in FAR 19.102 stated by NAICS, number of employees or annual receipts in millions of dollars. The size standards can also be found in 13 CFR 121.

Government Agency has the same meaning as the term 'agency' in section 551 (I) title 5, United States Code:

1. An agency of The Government of the United States of America;
2. The Executive Branch of the Government;
3. The Departments, Independent Offices and Establishments of The Executive Branch of the Government.

Non-Profit Business is an institution, corporation, trust, association, cooperative, or other organization which:

1. Is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest;
2. Is not organized primarily for profit;
3. Uses its net proceeds to maintain, improve, and/or expand its operations;
4. Is owned and operated by one or more corporations or associations whose net earnings do not benefit, and cannot lawfully benefit, any private shareholder or entity;
5. Of which no substantial part of the activities is carrying on propaganda or otherwise attempting to influence legislation or participating in any political campaign on behalf of any candidate for public office; and
6. Which are exempt from federal income taxation under section 501 of the Internal Revenue Code.