



**VENDOR SIZE SELF-CERTIFICATION**

<b>PRINT or TYPE</b>	Name: _____ Business Name: _____
	Check appropriate box: <input type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other _____
	Address (number, street and apt. or suite no.) _____
	City, State, and ZIP code _____
	If applicable, DUNS Number: _____

**Business Size:** (check one)  Small  Other Than Small Business (large, government, non-profit, foreign, individuals not identifying as a small business) may skip to Certification at the bottom

**Small Business Classification:**

- |  |   |
|--|---|
| <input type="checkbox"/> Woman-Owned Small Business                    | <input type="checkbox"/> Small Disadvantaged Business             |
| <input type="checkbox"/> Veteran-Owned Small Business                  | <input type="checkbox"/> Historically Black College or University |
| <input type="checkbox"/> Service-Disabled Veteran-Owned Small Business | <input type="checkbox"/> HUB Zone Small Business, SBA Certified   |
| <input type="checkbox"/> Alaskan Native Corporation or Indian Tribe    | <input type="checkbox"/> Minority Business Enterprise             |
|  | <input type="checkbox"/> Woman Business Enterprise                |

	NAICS Code - 6 digits	NAICS Description	Small Business (Y/N)?
<b>Primary</b>			

**Commodity:** (check all that apply)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Advertising/Marketing Services  | <input type="checkbox"/> Hospitality/Events/Food & Beverage   | <input type="checkbox"/> Scientific/Research/Laboratory |
| <input type="checkbox"/> Agriculture                     | <input type="checkbox"/> Human Resources & Personnel Services | <input type="checkbox"/> Shipping                       |
| <input type="checkbox"/> Construction & Related Services | <input type="checkbox"/> IT                                   | <input type="checkbox"/> Transportation/Automotive      |
| <input type="checkbox"/> Facilities/MRO                  | <input type="checkbox"/> Manufacturing                        | <input type="checkbox"/> Travel                         |
| <input type="checkbox"/> Financial Services              | <input type="checkbox"/> Medical                              |   |
| <input type="checkbox"/> Furniture & Furnishings         | <input type="checkbox"/> Printing/Publications/Promo          |   |

**Certification:**

**NOTICE:** Under 15 U.S.C. § 645(d), any person who misrepresents its size or socioeconomic status shall be (1) punished by a fine, imprisonment, or both; (2) subject to administrative remedies; and (3) ineligible for participation in programs conducted under the authority of the Small Business Act.

X \_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Name (printed or typed)

\_\_\_\_\_  
 Title

(\_\_\_\_\_) \_\_\_\_\_  
 Telephone

\_\_\_\_\_  
 E-Mail Address

## INSTRUCTIONS

Please complete the top section of the certification form, providing as much information as possible, including your **DUNS number if you have one**. Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine-digit identification number, for each physical location of your business. D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

**Foreign businesses:** Please complete the top section of the certification form, checking "other" for business type and listing foreign or international. Under Business Size select "Other Than Small Business", and complete Certification on the bottom of the page.

### Small Business Classification Definitions:

**Small Business (SB)** - A Small Business that is independently owned and operated by an American citizen and which is not dominant in its field of operation. The size definition will vary from industry to industry and is based on the North American Industry Classification System (NAICS) codes either by number of employees or gross annual sales. The website for Size Standard and NAICS lookup is:

[https://eweb1.sba.gov/naics/dsp\\_naicssearch2.cfm](https://eweb1.sba.gov/naics/dsp_naicssearch2.cfm)

**Small Disadvantaged Business (SDB)** - An SB that is at least 51% owned and operated, or in the case of any publicly owned business, at least 51% of the stock of which is owned and operated by socially and economically disadvantaged individual or individuals. African Americans, Hispanic Americans, Asian Pacific Americans, Subcontinent Asian Americans, and Native Americans are presumed to qualify. Other individuals can qualify if they show a "preponderance of the evidence" that they are disadvantaged. All individuals must have a net worth of less than \$750,000, excluding the equity of the business and primary residence. The website is: <http://www.sba.gov/sdb/indexaboutsdb.html> Must be certified as SDB by the Small Business Administration.

**Women-owned Small Business** - An SB that is at least 51% owned and operated 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

**Historically Underutilized Business Zone Small Business (HUBZone)** - An SB with its principal office located within a HUBZone, which includes lands on federally recognized Indian reservations; owned and controlled by one or more U.S. citizens and at least 35% of its employees must reside in a HUBZone. The website is: <https://eweb1.sba.gov/hubzone/internet/> Must be certified as HUBZone by the Small Business Administration.

**Veteran-owned Small Business (VOSB)** - An SB that is at least 51% owned and operated by one or more veteran(s), or, in the case of any publicly owned business, at least 51% of the stock of which is owned by one or more veterans, who actively served in the U.S. military, naval, or air service and were honorably discharged. The website is: <http://www.sba.gov/VETS/>

**Service-Disabled Veteran-owned Small Business** - Same criteria as VOSB except the veteran has a disability that is service-connected.

**NAICS Code:** Provide your primary North American Industry Classification System ("NAICS") codes, descriptions and size standard for the products or services that your company is providing. In addition, provide any other NAICS codes that you can be considered for doing business with Colorado State University. NAICS codes are needed for the Summary Subcontract Report breakout report that we are required to submit to the government annually pursuant to FAR 52.219-9(1)(2)(iii).

**For legal definitions and assistance, contact your local Small Business Administration office. In Colorado, it is S B A, Colorado District Office, 721 19th Street, Suite 426, Denver, Colorado 80202, telephone 303-844-2607. Size standard information is available at <https://www.sba.gov/size-standards/>**