

SRMC Form  
**SRMC LLC Supply Chain Management  
Supplier Information Form (SIF)**  
S18-2.6

Please complete and sign this form. Print or type. \* Indicates required field. \*\* SRMC requires suppliers to be registered in SAM.

**Part I General Information**

\* Company Name: \_\_\_\_\_

A Subsidiary/Division of: \_\_\_\_\_

\* Street Address: \_\_\_\_\_

\* City: \_\_\_\_\_ \* State: \_\_\_\_\_

\* Zip: \_\_\_\_\_ \* Country: \_\_\_\_\_ County Name: \_\_\_\_\_

\* Contact Name: \_\_\_\_\_ \* Contact Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

\* Contact Email Address: \_\_\_\_\_ Web Site Address: \_\_\_\_\_

\* Email Address where Purchase Orders should be sent: \_\_\_\_\_

**Part II Business Specific Information**

\* Unique Entity Identifier: \_\_\_\_\_ \* Federal/Tax Identification Number: \_\_\_\_\_ Global DUNS No.: \_\_\_\_\_

Global Parent Company Name: \_\_\_\_\_

DUNS Number: \_\_\_\_\_ \* Annual Revenue: \_\_\_\_\_ \* Avg. No. of Employees: \_\_\_\_\_

\*\* Validation that System for Award Management (SAM) Registration status is active and current as of the date this form is signed and submitted. \_\_\_\_\_ / \_\_\_\_\_ (initials/date)

**Part III \* Socio-Economic Information** At least one selection must be made for form acceptance.

Is your business (please select all that apply):

<input type="checkbox"/> Small Business	Other Than Small Business (OTSB): <input type="checkbox"/> Affiliate	HUBZone Certification Date: _____
<input type="checkbox"/> Woman-Owned Small Business	<input type="checkbox"/> Government Entity (OTSB)	<input type="checkbox"/> HBCU/MI
<input type="checkbox"/> Veteran-Owned Small Business	<input type="checkbox"/> Educational Institution (OTSB)	<input type="checkbox"/> HUBZone Certified
<input type="checkbox"/> Service-Disabled Veteran-Owned Small Business	<input type="checkbox"/> Non-Profit (OTSB)	<input type="checkbox"/> SBA 8(a) Certified
<input type="checkbox"/> Small Disadvantaged Business	<input type="checkbox"/> Any other business that does not qualify as a small business	<input type="checkbox"/> Woman-Owned Certified

SBA 8(a) Case Number: \_\_\_\_\_

SBA 8(a) Entrance Date: \_\_\_\_\_

SBA 8(a) Exit Date: \_\_\_\_\_

Woman-Owned Small Business Certification Date: \_\_\_\_\_

**Part IV \* Company Classification** Please provide the primary NAICS codes for your company. (Note-do not add Section 42, Wholesale Trade, 44-45 Retail Trade NAICS codes.)

Please list all 6-digit NAICS codes which you are classified:

SMALL Business NAICS Codes:	OTSB Business NAICS Codes:
_____	_____
_____	_____
_____	_____

**Part V Other Pertinent Information (optional)**

Please provide any other pertinent comments:

**Notice:** Under 15 USC 645 (d), any person who misrepresents a firm's status as a small, HUBZone 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 sections 8(a), 8(d), 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--(1) Be punished by imposition of fine, imprisonment, or both; (2) Be subject to administrative remedies, including suspension and debarment; and (3) Be ineligible for participation in programs conducted under the authority of the Act.

I hereby self-certify the above NAICS code(s) meet the associated SBA size standards and all information provided on this form is accurate and complete.

\_\_\_\_\_

\* Authorized Signature \_\_\_\_\_ \*Printed Name \_\_\_\_\_ \* Date \_\_\_\_\_

**FOR INTERNAL USE ONLY**

Entered into Procurement System by \_\_\_\_\_ on \_\_\_\_\_ Vendor ID Number: \_\_\_\_\_

**EXCEPTION TO REQUIREMENTS**

Exception: \_\_\_\_\_ Approved by: \_\_\_\_\_ on \_\_\_\_\_

**NOTICE:** Exceptions must be pre-approved by SCM Management

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**Part I: General Information**

Company Name/A Subsidiary/Division of: The naming convention submitted should reflect the name provided on W-9 and SAM registration. The Company Name submitted will be the name to whom all purchase orders/contracts are issued.

Street Address, Country Name (other than USA), City, State, Zip, County Name: The physical address that should appear on all purchase orders. This address should be listed on SAM registration, if an address other than what is provided here is listed in SAM, please provide reason.

Contact Name, Phone, Fax, Email Address: The primary point of contact for all procurement inquiries for supplier. All purchase orders will be issued to this contact and email address. Please note if additional contacts are needed.

Web Site Address: The supplier will need to provide a web site address if they would like the Buyers or FPEs to browse their products.

**Part II: Business Specific Information**

Unique Entity Identifier (UEI): The official name of the "new, non-proprietary identifier" (this has replaced the D-U-N-S number). The UEI will be requested in, and assigned by, the System for Award Management (SAM.gov).

Federal/Tax Identification Number: a unique nine-character identification number for guidance on the appropriate number to provide please see IRS Form W-9. The Federal/Tax Identification Number provided on SIF should match the number provided on W-9 submitted.

Global DUNS Number: Your global parent organization's DUNS number as defined in SAM.

Global Parent Name: The legal business name of your global parent entity as defined in SAM, if applicable.

DUNS Number: The unique nine-character identification provided by Dun and Bradstreet (D&B) that is assigned to entity.

Annual Revenue: This is the "total income" (or "gross income") plus the "cost of goods sold." These numbers can normally be found on the business' IRS tax return forms. Receipts are averaged over a business' latest three complete fiscal years to determine the average annual receipts. If a business hasn't been in business for three years, multiply its average weekly revenue by 52 to determine its average annual receipts.

Avg. No. of Employees: This is the average number of people employed for each pay period over the business' latest 12 calendar months. Any person on the payroll must be included as one employee regardless of hours worked or temporary status. The number of employees of a concern in business less than 12 months is the average for each pay period that it has been in business.

System for Award Management (SAM) Registration: The supplier will need to validate SAM Registration status is active and current as of the date this form is signed and submitted.

**Part III: Socio-Economic Information**

Company should select all applicable boxes. Each category is defined below:

**Other Than Small Business (OTSB):** A business that does not meet the definition of Small Business.

**Small Business:** Means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria and size standards in 13 CFR part 121 (see 19.102). Such a concern is "not dominant in its field of operation" when it does not exercise a controlling or major influence on a national basis in a kind of business activity in which a number of business concerns are primarily engaged. In determining whether dominance exists, consideration must be given to all appropriate factors, including volume of business, number of employees, financial resources, competitive status or position, ownership or control of materials, processes, patents, license agreements, facilities, sales territory, and nature of business activity. (See 15 U.S.C. 632.) FAR 2.101

**Woman Owned:**

1. A small business concern
  - i. That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and
  - ii. Whose management and daily business operations are controlled by one or more women; or
2. A small business concern eligible under the Women-Owned Small Business Program in accordance with 13 CFR part 127 (see subpart 19.15). FAR 2.101

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**Part III: Socio-Economic Information – continued**

**Veteran Owned:**

1. A small business concern not less than 51 percent 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 percent of the stock of which is owned by one or more veterans; and
2. The management and daily business operations of which are controlled by one or more veterans. FAR 2.101

**Service-Disabled Veteran Owned:** Service-disabled veteran-owned small business concern:

1. Means a small business concern
  - i. Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and
  - ii. The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.
2. Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16). FAR 2.101

**Small Disadvantaged Business:** consistent with 13 CFR 124.1002, means a small business concern under the size standard applicable to the acquisition, that is at least 51 percent unconditionally and directly owned (as defined at 13 CFR 124.105) by—

- i. One or more socially disadvantaged (as defined at 13 CFR 124.103) and economically disadvantaged (as defined at 13 CFR 124.104) individuals who are citizens of the United States; and
- ii. Each individual claiming economic disadvantage has a net worth not exceeding \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and
- iii. The management and daily business operations of which are controlled (as defined at 13 CFR 124.106) by individuals who meet the criteria in paragraphs (1)(i) and (ii) of this definition. FAR 2.101

**Government Entity:** Federal, state or local government.

**Educational Institute:** Educational institute of any level to include schools, colleges and universities.

**Non-Profit:** To be tax-exempt under section 501(c)(3) of the Internal Revenue Code, an organization must be organized and operated exclusively for exempt purposes set forth in section 501(c)(3), and none of its earnings may inure to any private shareholder or individual. In addition, it may not be an action organization, i.e., it may not attempt to influence legislation as a substantial part of its activities and it may not participate in any campaign activity for or against political candidates.

- Organizations described in section 501(c)(3) are commonly referred to as charitable organizations. Organizations described in section 501(c)(3), other than testing for public safety organizations, are eligible to receive tax-deductible contributions in accordance with Code section 170.
- The organization must not be organized or operated for the benefit of private interests, and no part of a section 501(c)(3) organization's net earnings may inure to the benefit of any private shareholder or individual. If the organization engages in an excess benefit transaction with a person having substantial influence over the organization, an excise tax may be imposed on the person and any organization managers agreeing to the transaction.
- Section 501(c)(3) organizations are restricted in how much political and legislative (lobbying) activities they may conduct. For a detailed discussion, see Political and Lobbying Activities. For more information about lobbying activities by charities, see the article Lobbying Issues; for more information about political activities of charities, see the FY-2002 CPE topic Election Year Issues. (Internal Revenue Service, 2017)

**Affiliate:** means associated business concerns or individuals if, directly or indirectly—either one controls or can control the other; or a third-party controls or can control both. FAR 2.101

**HBCU/MI:** Historically Black College or University (HBCU) means an institution determined by the Secretary of Education to meet the requirements of 34 CFR 608.2. Minority Institute (MI) means an institution of higher education meeting the requirements of Section 365(3) of the Higher Education Act of 1965 (20 U.S.C. 1067k), including a Hispanic-serving institution of higher education, as defined in Section 502(a) of the Act (20 U.S.C. 1101a). FAR 2.101

**HUBZone Certified:** means a small business concern, certified by the Small Business Administration (SBA), that appears on the List of Qualified HUBZone Small Business Concerns maintained by the SBA (13 CFR 126.103). FAR 2.101 FAR 2.101

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**Part III: Socio-Economic Information – continued**

**HUBZone Certified Date:** Date the firm was granted HUBZone status by the SBA.

**SBA 8(a) Certified:** (a) Section 8(a) of the Small Business Act (15 U.S.C. 637(a)) established a program that authorizes the Small Business Administration (SBA) to enter into all types of contracts with other agencies and award subcontracts for performing those contracts to firms eligible for program participation. This program is the "8(a) Business Development Program," commonly referred to as the "8(a) program." A small business that is accepted into the 8(a) program is known as a "participant." SBA's subcontractors are referred to as "8(a) contractors." As used in this subpart, an 8(a) contractor is an 8(a) participant that is currently performing on a Federal contract or order that was set aside for 8(a) participants. FAR 2.101

**SBA 8(a) Case Number:** Number provided by the SBA.

**SBA 8(a) Entrance Date:** Date of 8(a) certification by SBA.

**SBA 8(a) Exit Date:** Date company no longer holds 8(a) status.

**Woman-Owned Business Certified Date:** Date the firm was granted Woman-Owned status by the SBA.

**Part IV: Company Classification**

Supplier should provide the primary six-digit NAICS codes for their company either under Small Business or Other than Small Business.

Acquisitions for supplies must be classified under the appropriate manufacturing NAICS code and **not** under a Wholesale Trade or Retail Trade Code (Section 42, Wholesale Trade, 44-45 Retail Trade).

Each SIF will need to be signed and dated by an authorized party for this form to be acceptable.

**Part V: Other Pertinent Information**

This section is optional for supplier to provide any other pertinent information that is applicable to the completion of the SIF form.