Instructions

Introduction
Sizewise, as a prime contractor to the Federal Government, must comply with specific laws and regulations. Under 48 C.F.R. §52.219-9, we are required to ensure utilization of small businesses in all subcontracts that offer further subcontracting opportunities.

“Subcontract” means any contract entered into by a “subcontractor” to furnish supplies or services for performance of a prime contract or a subcontract. It includes but is not limited to purchase orders, and changes and modifications to purchase orders. (48 C.F.R. §52.219-9)

“Subcontractor” means any supplier, distributor, vendor, or firm that furnishes supplies or services to or for a prime contractor or another subcontractor. (48 C.F.R. § 44.101)

As a subcontractor, the Subcontractor/Supplier Certification Form must be completed by your company and returned to Sizewise in order to fulfill Sizewise reporting requirements.

Directions
1. The Subcontractor/Supplier Certification Form is located after this instruction page (see Page 2).
2. Answer all questions contained within the form and return it to Sizewise.
   • Email the completed document to cmcguire@sizewise.com or fax 785-301-2256
   • Mail the original copy to: Sizewise Manufacturing, Attn: Craig McGuire, 500 Commerce Pkwy., Hays, KS 67601
3. The completed form will become part of your contract and/or purchase order with Sizewise.
4. Sizewise will use the information you supply in completing its subcontracting reporting requirements.
5. For convenience, an Information Worksheet is provided but does not need to be returned to Sizewise (see Page 3).

NOTE: It is important that the person completing this form be knowledgeable about your business as they will certify the form’s information. It is a criminal offense subject to penalties for misrepresentation of business status as small, veteran-owned small business, HUBZone small, small disadvantaged, or women-owned small business for the purpose of obtaining a subcontract that is to be included as part or all of a goal contained in the Contractor’s subcontracting plan.

Contact Information
If you have any questions regarding the form, contact Craig McGuire at 800-537-6454 x2104, or cmcguire@sizewise.com
Subcontractor/Supplier Certification Form

Part I. General Information (All information is required)

Company Name: _________________________________ Phone: __________________ Fax: __________________ 
Dun & Bradstreet No.: ____________________________ Email: ________________________________ 
Address: ______________________________________ Primary NAICS Code: _______________________ 
Contact Person: _________________________________ Number of Employees: ______________________ 

Part II. Size and Socioeconomic Status: 
You may wish to review the definition for the categories in the Federal Acquisition Regulation 19.7 or 52.219-8 (www.acquisition.gov/browse/index/far). If you have difficulty ascertaining your size status, please refer to SBA’s website at www.sba.gov/size or contact your local SBA office. 

Please initial ALL that apply: 

A. Size: 
   ______ Small Business (SB) or ______ Other than Small Business (aka Large Business) OTSB, including non-profit 

B. Type of SB: if you initialed SB above, please indicate type (if unsure, see Worksheet on Page 3) 
   ______ Small Disadvantaged Business (SDB) 
   ______ HubZone Small Business Certified by SBA (HubZoneSB) 
   ______ Woman Owned Small Business (WOSB) 
   ______ Veteran Owned Small Business (VOSB) 
   ______ Service Disabled Veteran Owned Small Business (SDVOSB) 

Note: if you initialed VOSB or SDVOSB, is your business VA CVE verified? ______ Yes ______ No 

C. Other: initial below if any apply 
   ______ Alaskan Native Indian 
   ______ Historically Black College/University or Minority Institution 
   ______ Other: _________________________________________________________________ 

Note: If you initialed any in this subsection, is your status SBA-verified? ______ Yes ______ No 

Part III. Certification and Signature 
Under 15 U.S.C. 645(d), any person who misrepresents its size status shall (1) be punished by a fine, imprisonment, or both; (2) be subject to administrative remedies; and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act. You represent and certify that your company information, size and socioeconomic status (including the NAICS code) as you have marked on this form in Parts I and II above is current, accurate, and complete as of the date you sign below. This form is valid for a period of one year. It is your responsibility to notify Sizewise if your company size and socioeconomic status changes during this period. You agree to update this information as changes occur or as requested. After the one year period your company will be required to recertify its statuses by submitting an updated form accessible at www.sizewise.com/legal. 

Signature: _____________________________________ Date: _________________________________ 
Print Name: _____________________________________ Title: _________________________________ 

INTERNAL USE ONLY 
If subcontractor marked HubZone small business status in Part II, confirm in accordance with FAR 52.219-8(d)(2) by searching in the SBA Dynamic Small Business Search Database. 

Completed Date: __________________ Sizewise Employee: __________________________ Signature: __________________________ 

*Attach the relevant SBA profile with the HubZone small business submitted form
### I. ARE YOU QUALIFIED FOR THE HISTORICALLY UNDERUTILIZED BUSINESS ZONE (HUBZONE) PROGRAM?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Are you a small business by SBA standards?</td>
<td></td>
</tr>
<tr>
<td>2. Is the company 51% owned by U.S. citizens, a Community Development Corporation, an agricultural cooperative, or an Indian tribe?</td>
<td></td>
</tr>
<tr>
<td>3. Is the company located in a Historically Underutilized Business Zone? Check the SBA site <a href="#">here</a>.</td>
<td></td>
</tr>
<tr>
<td>4. Do 35% of the company’s employees also reside in the zone referenced in #3, above?</td>
<td></td>
</tr>
</tbody>
</table>

### II. ARE YOU A SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Is the company ownership or have stock owned, not less than 51%, by one or more service-disabled veterans?</td>
<td></td>
</tr>
<tr>
<td>2. Are the company's management and daily business operations controlled by one or more service-disabled veteran as defined in 38 U.S.C. 101(2) and 38 U.S.C. 101(16)?</td>
<td></td>
</tr>
</tbody>
</table>

### III. ARE YOU A SMALL DISADVANTAGED BUSINESS?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Would you consider your business economically disadvantaged as defined per 13 CFR 124.104?</td>
<td></td>
</tr>
<tr>
<td>2. Is the majority owner’s net worth less than $750,000 taking into account exclusions per 13 CFR 124.104(c)?</td>
<td></td>
</tr>
<tr>
<td>3. Would you consider your business socially disadvantaged as defined 13 CFR 124.103?</td>
<td></td>
</tr>
</tbody>
</table>

### IV. ARE YOU A VETERAN-OWNED SMALL BUSINESS CONCERN?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Is the company ownership or stock owned not less than 51% by one or more veterans as defined in 38 U.S.C.101(2)?</td>
<td></td>
</tr>
<tr>
<td>2. Are the company's management and daily business operations controlled by one or more veterans?</td>
<td></td>
</tr>
</tbody>
</table>

### V. ARE YOU A WOMEN-OWNED SMALL BUSINESS CONCERN?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Is the company ownership or stock owned not less than 51% by one or more women?</td>
<td></td>
</tr>
<tr>
<td>2. Are the company's management and daily business operations controlled by one or more women?</td>
<td></td>
</tr>
</tbody>
</table>

If you answered “YES” to certain questions above you may qualify.

Contact the SBA to determine your company status and if it qualifies as a small business concern at [www.sba.gov](http://www.sba.gov) or 1-800-827-5722

**DISCLAIMER:** The information available in this document is for informational purposes only and not for the purpose of providing legal advice. You should contact your attorney and the SBA to obtain advice with respect to qualifications and requirements of small business concerns.