



Vendor Size Self-Certification Form

Office of Sponsored Programs
1960 Kenny Road, Columbus, OH 43210-1016

Instructions

This form is used to obtain vendor self-certifications of business size and NAICS classifications required for participation in programs conducted under the authority of the Small Business Act. NAICS codes are needed for the Summary Subcontract Report breakout report (by 3-digit NAICS subsector) that the prime contractor (The Ohio State University) is required to submit to the government annually pursuant to Federal Acquisition Regulation (FAR) clause 52.219-9(1)(2)(iii).

Please complete this form and send the signed copy to the Office of Sponsored Programs Purchasing, Attn: Drew Jasin, purchasing manager, either by email (jasin.29@osu.edu) or fax (614-292-6871). All questions concerning the completion of this form should also be directed to Drew Jasin.

Company Information

Company Name		Company Representative		Email Address	
Address		City	State	Zip	Phone Number
Federal Tax I.D. Number or SSN for 1099 vendors		DUNS Number	CAGE Code	Number of Employees	

Business Size Representation

- Small Business Large Business *(Including non-profit).*
If you are certifying as a large business, skip to Representative Signature below.

Business Classification Representation

Please check all that apply

- SDVOSB (Service Disabled Veteran Owned Small Business)
 HBCU/MI (Historically Black College/Minority Institutions)
 WOSB (Woman Owned Small Business)
 SDBE (Small Disadvantaged Business)
 VOSB (Veteran Owned Small Business)
 ANC (Alaskan Native Corporation)
 Indian Tribe
 Other _____

If you are self-certifying as a Small Business, please provide the following:

The NAICS code(s) for the item(s) or service(s) that you are proposing to provide to the university. See the NAICS code list at www.NAICS.com/search.

NAICS Code(s): _____

Item(s)/Service(s) Description: _____

If you are self-certifying as a Small Disadvantaged Business, please provide the following:

Primary NAICS Code: _____

Item(s)/Service(s) Description: _____

Secondary NAICS Code: _____

Item(s)/Service(s) Description: _____

Representative Signature

You may want to review the definitions for the above categories in the Federal Acquisition Regulation (FAR) 19.7 or 52.219-8 (www.acquisition.gov/browsefar). If you have difficulty ascertaining your size status, please refer to SBA's web site at <http://sba.gov/size> or contact your local SBA Office. 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.

Signature	Name and Title (printed)	Date
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FOR INTERNAL USE ONLY

1. HUBZone Status has been verified in the CCR Dynamic Small Business Search Data Base (SAM) 2. NAICS code(s) verification for: Purchase Order No. RF _____ Vendor ID# _____ Verifications of 1 & 2 above were performed by: OSP Buyer _____ Initials ___ on _____